

Miss Saigon

Downtown
47 N 6th Ave
Tucson, AZ 85701
520-884-4778

meeting

FRANSCICO

Tbl: 02 Gsts: 1 Srvr: Lunch

Date: 05-15-2023 12:03pm 2.1207.00007

1 55. Rice Chk Cur	13.99
TOGO	
3 Side Stm Veggies	8.97
3 TOGO	
1 #66 CK VEGGIE DE	14.99
TOGO	
2 28s. Pho Ga (s)	22.98
2 TOGO	
1 Side Red Rice	2.99
TOGO	
1 48. Verm Chk Sat	13.99
TOGO	
1 #71 ORANGE CHICK	14.99
TOGO	
2 2. Spring Rolls	11.98
2 TOGO	
2 Both	
1 Slush	4.99
TOGO	
Taro	
*Tapioca	0.75
Sub-Total:	110.62
Tax:	9.62

Total Due: 120.24

+\$15.00 tip

CHECK 00007

10253 / Catering / Catering
FRANSCICO

Total \$135.24

Miss Saigon

Downtown
47 N 6th Ave
Tucson, AZ 85701
520-884-4778

Emp: Lunch M/C*

05-15-2023 12:03pm

Tbl# 102

EMV E2E 7-97480

SALE

Card Number: [REDACTED]

Exp Date: ** / ** RAMIREZ/JUAN

Apprvl Code: 058100

AMOUNT: 120.24

TIP: *\$15.00*

TOTAL: *\$135.24*

X *chip*
Cardmember agrees to pay total in
accordance with agreement governing
use of such card.

MID: XXXXXXXX TID:2

Entry: Chip CVM:

AID: A0000000041010

TVR: 0000088000

IAD: B2C6FEDADB39C14E

TSI: E800

ARC: 001C

** GUEST COPY **

View Procurement Card Transaction
Verification: PCV-019366

10:18 AM

08/26/2025

Page 1 of 2

For
Juan Ramirez Robles ()

Total Verification Amount
135.24

Information

Information

Company City of Tucson
Document Date 05/24/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	05/31/2023 04:48:29 PM	06/01/2023	Juan Ramirez Robles ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	05/31/2023 04:48:29 PM	06/01/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	05/31/2023 04:48:30 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/01/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/01/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/01/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/01/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/01/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/01/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	05/31/2023 05:08:35 PM		Florinda Eberbach (Department Finance Manager)	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	05/31/2023 05:08:35 PM	06/01/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	05/31/2023 05:08:36 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/01/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/01/2023		0	

Attachments

Transaction Details

View Procurement Card Transaction
Verification: PCV-019366

10:18 AM
08/26/2025
Page 2 of 2

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-019366 - Summary for: 05/15/2023 MISS SAIGON DOWNTOWN 135.24 USD		MISS SAIGON DOWNTOWN	05/15/2023	135.24 USD	0.00	05/15/2023 MISS SAIGON DOWNTOWN 135.24 USD

 Reply all  Duplicate event  Join  Busy  15 minutes before  Ca 



Ward 1 & Mayors Office Collaborative Space



Mon 5/15/2023 2:00 PM - 4:30 PM



Join Teams meeting 940 W Alameda St



Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 232 384 120 28

Passcode: fV46iE

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

Tracking

Organizer

MO

Michael OConnell

Sent on Wednesday,
5/10/2023 at 5:01 PM

Attendees

You responded "Yes"

✓ Yes: 3



Angela Reyes

Required



Eddie Barron

Required



Genesis Cubillas

Required

✓ Maybe: 1

JR

Juan Ramirez

Required

✓ Didn't respond: 8

AR

Antonio Ramirez

Required

KM

Kristin McRay

Required



Luz Espinoza-Burrue

Required



Victor Mercado

Required

EG

Eryck Garcia

Required



Manisha Bewtra

Required

Starbucks Coffee #65757
NWC of Central & Earll
Phoenix, AZ

CHK 717006
05/31/2023 05:14 PM
XXX2732 Drawer: 1 Reg: 1

Cafe To Go

Order

Vt Icd Coffee	4.45
No Classic	
Gr Latte	4.75
1 pump Cinnamon Dolce Srp	0.80
Cheese Danish	3.65
Blueberry Scone	3.25
Gr Wch Mac Crm Cb	5.25
Gr Coffee Frapp	5.35
2 Petit Vbean Scone	3.10

Subtotal	30.60
Discounts	0.00
Tax 8.6% - Food & Bev	2.63
Gratuity	1.00
Total	34.23
Change Due	0.00

Payments

Mastercard 34.23

Card Entry: CHIP
Trans Type: SALE
App Label: MASTERCARD
Auth: 017820
AID: A0000000041010
TYR: 0000008000
TSI: E800

----- Check Closed -----
05/31/2023 05:14 PM

Join our loyalty program
Starbucks Rewards®
Sign up for promotional emails
Visit Starbucks.com/rewards
Or download our app
At participating stores
Some restrictions apply

Meeting w
Mi Familia Ute
(Non-Profit)

View Procurement Card Transaction
Verification: PCV-020722

10:14 AM
08/26/2025
Page 1 of 2

For
Mayor Regina Romero [REDACTED]

Total Verification Amount
34.23

Information

Information

Company City of Tucson
Document Date 06/06/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/06/2023 08:16:29 PM	06/07/2023	Juan Ramirez Robles [REDACTED]	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/06/2023 08:16:29 PM	06/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/06/2023 08:16:30 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/07/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/07/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/07/2023 12:02:49 PM		Belinda Madrid [REDACTED] (Department Finance Manager)	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/07/2023 12:02:49 PM	06/08/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/07/2023 12:02:50 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/08/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/08/2023		0	

Attachments

Transaction Details

View Procurement Card Transaction
Verification: PCV-020722

10:14 AM
08/26/2025
Page 2 of 2

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-020722 - Summary for: 05/31/2023 STARBUCKS STORE 6575 34.23 USD		STARBUCKS STORE 65757	05/31/2023	34.23 USD	0.00	05/31/2023 STARBUCKS STORE 6575 34.23 USD

 Edit  Cancel   Reply all   Busy  Don't remind me 

Meeting with Mayor Romero + CM Santa Cruz

 Tue 6/13/2023 12:00 PM - 1:00 PM

 Mayor's Office - Conference Room

 Don't remind me



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

 City of Tucson
Sent at 6/14/2023

Traffic Alert - Traffic Signal Work ...

Having trouble viewing this email? View it as a Web page. |

NEWS

 Kristin McRay
Sent at 6/14/2023

Meeting Forward Notification: M...

Your meeting was forwarded Kristin McRay has forwarded your meeting request to additional recipients.

 Juan Ramirez
Sent at 6/12/2023

Re: Lunch meeting: Mayor + CM ...

Sounds good, thanks! - Juan F. Ramirez (he/him/el) Executive Assistant and Constituent Liaison Office of the Mayor |

Tracking

Organizer

JR Juan Ramirez
Sent on Thursday, 5/25/2023 at 11:47 AM

Attendees

Yes: 4

RR Regina Romero
Required

CM Charlene Mendoza
Required

KM Kristin McRay
Required

LC Lane Santa Cruz
Optional

Didn't respond: 2

 Lane SantaCruz
Required

AR Antonio Ramirez
Required

[EXTERNAL] Your Order Has Been Received

Baggins <order@incentivio.com>

Tue 6/13/2023 11:25 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Your Order has been received

Thank you for placing an order at our Baggin's Church & Pennington location, Juan Ramirez! Your order has been received.

Your In-Store Pickup order will be completed at Jun 13 2023 at 11:55 AM.

Receipt

Paid with master ending in [REDACTED]

1x	Chef	\$13.00
	• 1x No Croutons • 1x No Onions • 1x No Bread Bowl • 1x Ranch • 1x Hard Boil Egg (+ \$1.00)	
1x	Beef Cheesesteak	\$13.50
	• 1x No Dill Pickles • 1x With Provolone • 1x OO - Meat & Cheese ONLY (Ingredients) • 1x No Marinara Sauce	
1x	Almost Reuben	\$13.50
1x	BBQ Brisket	\$10.75
	• 1x No Bbq Sauce • 1x Arnold Palmer Special Instructions: BBQ ON THE SIDE! no tomatoes, no peppers.	
1x	Broccoli Cheddar	\$4.95
	• 1x Cup (+ \$4.95) • 1x No Bread • 1x No Cheddar Cheese	
1x	Southwestern Tuna Melt	\$11.75

- 1x Gluten Free Wheat (+ \$0.50)

Subtotal:	\$67.45
Discount:	\$0.00
Charges:	\$0.00
Taxes:	\$5.87
Tip:	\$7.33
Total:	\$80.65

View Procurement Card Transaction
Verification: PCV-021648

10:10 AM
08/26/2025
Page 1 of 2

For
Juan Ramirez Robles

Total Verification Amount
80.65

Information

Information

Company City of Tucson
Document Date 06/16/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/16/2023 11:11:15 AM	06/17/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/16/2023 11:11:15 AM	06/17/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/16/2023 11:11:16 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/17/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/17/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/16/2023 12:18:19 PM		Belinda Madrid (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/16/2023 12:18:19 PM	06/17/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/16/2023 12:18:20 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/17/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/17/2023		0	

View Procurement Card Transaction
Verification: PCV-021648

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-021648 - Summary for: 06/13/2023 BAGGINS GOURMET SAND 80.65 USD		BAGGINS GOURMET SANDWI	06/13/2023	80.65 USD	0.00	06/13/2023 BAGGINS GOURMET SAND 80.65 USD

 Edit  Cancel  Forward  Reply all   Busy  Don't remind me 



Lunch meeting: Mayor + CM Santa Cruz (12:30pm)

 Tue 6/20/2023 12:30 PM - 1:30 PM

 Mayor's Office - Conference Room

 Don't remind me 



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

 Lane Mandle
Sent at 6/20/2023

Automatic reply: Mayor + CM Sa...

I am out of the office until April 17, 2023. Should you need immediate assistance, please contact Andy Squire

 Victor Mercado
Sent at 6/15/2023

Re: [EXTERNAL] Mayor Romero o...

Sounds good. See you then. Get Outlook for iOS

From: Bill

 Kristin McRay
Sent at 6/14/2023

Meeting Forward Notification: M...

Your meeting was forwarded Kristin McRay has forwarded your meeting request to additional recipients.

Tracking

Organizer

JR Juan Ramirez
Sent on Tuesday, 3/28/2023 at 1:52 PM

Attendees

 Yes: 1

KM Kristin McRay
Optional

 Didn't respond: 7

RR Regina Romero
Required

CM Charlene Mendoza
Required

 Lane SantaCruz
Required

MO Michael OConnell
Optional

 Angela Reyes
Optional

L lane.santacruz@gmail.com
Optional

AR Antonio Ramirez
Optional

[EXTERNAL] BGS - Order Confirmation

Baggins Gourmet Sandwiches <noreply@brinkpos.com>

Tue 6/20/2023 11:35 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Thank you for your business!

AAAHALLH9QAP

Order ID:	AAAHALLH9QAP
Name:	Juan Ramirez, 5204883780
Phone:	5204883780
Requested Time:	6/20/2023 12:05:42 PM
	Pickup

Qty	Item	Amount
1	OO - Order Note	\$0.00
1	Mini Caesar Salad Ranch	\$4.25
1	Southwestern Tuna Melt Gluten Free Wheat	\$11.75
1	Unforgettable	\$13.00
1	Gourmet Cobb No Tomatoes No Bread Bowl Honey Mustard	\$15.00
1	Almost Reuben	\$13.50
Sub-Total:		\$57.50
Tax:		\$5.00
Total:		\$62.50
Incentivio		\$62.50
Balance:		\$0.00

Downtown
33 N Stone Ave
Suite 108
Tucson, AZ 85701

(520) 792-1344

View Map & Get Directions:

<http://maps.google.com?q=Downtown&daddr=33+N+Stone+Ave+Suite+108,Tucson,AZ,85701&t=m&z=13>

Please note: If you placed a delivery order, your order will be delivered by a DoorDash driver. You will receive a text message with the drivers name, phone number and status of delivery time. If you placed a pick up order, please by pass the line and head to the front counter.

View Procurement Card Transaction
Verification: PCV-022240

10:06 AM
08/26/2025
Page 1 of 2

For
Juan Ramirez Robles

Total Verification Amount
62.50

Information

Information

Company City of Tucson
Document Date 06/22/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/22/2023 04:07:40 PM	06/23/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/22/2023 04:07:40 PM	06/23/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/22/2023 04:07:41 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/23/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/23/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/23/2023 09:58:16 AM		Kimberlee Lares	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/23/2023 09:58:16 AM	06/24/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/23/2023 09:58:17 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/24/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/24/2023		0	

Attachments

View Procurement Card Transaction
Verification: PCV-022240

10:06 AM
08/26/2025
Page 2 of 2

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-022240 - Summary for: 06/20/2023 BAGGINS GOURMET SAND 62.50 USD		BAGGINS GOURMET SANDWI	06/20/2023	62.50 USD	0.00	06/20/2023 BAGGINS GOURMET SAND 62.50 USD



Edit

Cancel

Forward

Reply all

Busy ▾

Don't remind me ▾ ▾

Meeting with Lord Consultants

Wed 6/21/2023 3:00 PM - 4:30 PM

ch_8w_trainingroom

Don't remind me ▾

Tracking

Organizer

JR

Juan Ramirez
Sent on Wednesday,
6/21/2023 at 7:46 AM

Attendees

▾ Yes: 2

RR

Regina Romero
Required

CM

Charlene Mendoza
Required

▾ Didn't respond: 1

JuanC Rivera
Optional



Meeting with Lord Consultants

 Wed 6/21/2023 3:00 PM - 4:30 PM

 ch_8w_trainingroom

 Don't remind me 

Tracking

Organizer

JR Juan Ramirez
Sent on Wednesday,
6/21/2023 at 7:46 AM

Attendees

 Yes: 2

RR Regina Romero
Required

CM Charlene Mendoza
Required

 Didn't respond: 1

 JuanC Rivera
Optional

**LA ESTRELLA BAKERY
INC**

901 N GRANDE AVE
TUCSON, AZ 85745
5202940571

Transaction 212221

Total \$39.79
CREDIT CARD SALE \$39.79
MASTERCARD [REDACTED]

Retain this copy for statement
validation

21-Jun-2023 2:25:49P
\$39.79 | Method: EMV
MASTERCARD
[REDACTED]

MID: *****5882
AID: A0000000041010
SIGNATURE

Online: <https://clover.com/p/5EXDEKG6K8D5Y>

Payment 5EXDEKG6K8D5Y

Clover Privacy Policy
<https://clover.com/privacy>

```
*****
*   YOUR RECEIPT   *
*   THANK YOU      *
*                 *
*****
14:23      06-21-2023
MC NO.0000      2952
DEPT#002      $13.00T1

SUBTOTAL      $13.00
DEPT#002      $1.30T1

SUBTOTAL      $14.30
DEPT#002      $3.49T1

SUBTOTAL      $17.79
DEPT#002      $12.00T1

SUBTOTAL      $29.79
2x      @1.50
DEPT#002      $3.00T1

SUBTOTAL      $32.79
DEPT#002      $7.00T1

SUBTOTAL      $39.79
TAX1      $0.00
TOTAL-TAX      $0.00

TOTAL      $39.79
CHARGE      $39.79
~~~~~
/   HAVE A NICE DAY   /
/   PLEASE COME AGAIN /
/                   /
~~~~~
```

Meeting with Arts History and Culture
Experts!

Attendees:

- Charlene Mendoza
- Genesis Cubillas
- Adriana Gallego
- Felipe Garcia

- Raul Aguirre
- Demion Clinco
- Frankie Villegas
- Eryck Garcia
- 15 additional staff members

View Procurement Card Transaction
Verification: PCV-022492

10:03 AM
08/26/2025
Page 1 of 2

For
Juan Ramirez Robles

Total Verification Amount
39.79

Information

Information

Company City of Tucson
Document Date 06/26/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/26/2023 12:38:09 PM	06/27/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/26/2023 12:38:09 PM	06/27/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/26/2023 12:38:10 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/27/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/27/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/26/2023 02:04:12 PM		Florinda Eberbach (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/26/2023 02:04:12 PM	06/27/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/26/2023 02:04:13 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/27/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/27/2023		0	

View Procurement Card Transaction
Verification: PCV-022492

10:03 AM
08/26/2025
Page 2 of 2

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-022492 - Summary for: 06/22/2023 LA ESTRELLA BAKERY I 39.79 USD		LA ESTRELLA BAKERY INC	06/22/2023	39.79 USD	0.00	06/22/2023 LA ESTRELLA BAKERY I 39.79 USD

[EXTERNAL] Your Order Has Been Received

Baggins <order@incentivio.com>

Fri 6/23/2023 11:59 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Final presentation
for interns.



Your Order has been received

Thank you for placing an order at our Baggin's Church & Pennington
location, Juan Ramirez! Your order has been received.

Your In-Store Pickup order will be completed at Jun 23 2023 at 12:29
PM.

(Mayor's budget)

Receipt

Paid with master ending in 

1x	Egg Salad - Full Sandwich	\$10.00
	• 1x 12-Grain	
1x	The Cowboy	\$13.50
	• 1x 12-Grain	
1x	Asian Chicken	\$13.50
	• 1x No Asian Dressing	
	• 1x No Bread Bowl	
	• 1x Peanut	
1x	Gourmet Cobb	\$15.00
	• 1x No Tomatoes	
	• 1x No Bread Bowl	
	• 1x Honey Mustard	
1x	Mini Caesar Salad	\$4.25
	• 1x Ranch	
1x	Chef	\$12.00
	• 1x No Bread Bowl	
	• 1x Ranch	
1x	Chicken Tortilla	\$4.95
	• 1x Cup (+ \$4.95)	

Subtotal:	\$73.20
Discount:	\$0.00
Charges:	\$0.00
Taxes:	\$6.37
Tip:	\$0.00
Total:	\$79.57

Attendees

- M (Maya) (Intern)
- Xianda (intern)
- Parents (2)
- Mayor Romero
- Charlene Mendez
- Eryck Garcia (intern coordinator)
- Genesis Cubillas
- Juan Ramirez
- Marisha Bentre
- Fatima Luna

View Procurement Card Transaction
Verification: PCV-022614

10:01 AM
08/26/2025
Page 1 of 2

For
Juan Ramirez Robles ()

Total Verification Amount
79.57

Information

Information

Company City of Tucson
Document Date 06/27/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/27/2023 12:58:21 PM	06/28/2023	Juan Ramirez Robles ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/27/2023 12:58:21 PM	06/28/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/27/2023 12:58:22 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/29/2023 09:01:29 AM		Belinda Madrid () Department Finance Manager ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/29/2023 09:01:29 AM	06/30/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/29/2023 09:01:30 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/30/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/30/2023		0	

View Procurement Card Transaction
Verification: PCV-022614

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-022614 - Summary for: 06/23/2023 BAGGINS GOURMET SAND 79.57 USD		BAGGINS GOURMET SANDWI	06/23/2023	79.57 USD	0.00	06/23/2023 BAGGINS GOURMET SAND 79.57 USD

 Edit  Cancel  Forward  Reply all   Busy  2 hours before

Final Intern Presentations (Maya & Xiandre)

 Fri 6/23/2023 12:30 PM - 2:00 PM

 City Of Tucson

 2 hours before



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

 Xiandre Ward
Sent at 6/12/2023

Xiandre W email
Xiandre.Ward@tucsonaz.gov

Tracking

Organizer

JR Juan Ramirez
Sent on Tuesday, 6/27/2023 at 2:46 PM

Attendees

✓ Didn't respond: 3

EG Eryck Garcia
Required

MM Maya Murphy-Valencia2
Required

XW Xiandre Ward
Required



Final Intern Presentations (Maya & Xiandre)



Fri 6/23/2023 12:30 PM - 2:00 PM



City Of Tucson



2 hours before



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

XW

Xiandre Ward
Sent at 6/12/2023

Xiandre W email

Xiandre.Ward@tucsonaz.gov

Tracking

Organizer

JR

Juan Ramirez
Sent on Tuesday, 6/27/2023 at 2:46 PM

Attendees

Didn't respond: 3

EG

Eryck Garcia
Required

MM

Maya Murphy-Valencia2
Required

XW

Xiandre Ward
Required

Baggins

33 N Stone Ave
Suite 108
Tucson, AZ 85701
Phone (520) 792-1344

6/23/2023 12:23:14 PM
Order Id: AAAHALLNACA5
Juan - Eat In - POS1
Employee: Aryanna C

1 Beef Cheesesteak	\$13.50
NO peppers	\$0.00
mushrooms	\$0.75
2 Pepsi MD (@3)	\$6.00
2 Brownies (@2.65)	\$5.30
1 Southwestern Tuna Melt	\$11.25
green chile	\$0.60
grilled onion	\$0.00

Sub Total \$37.40

Sales Tax \$3.25

Order Total \$40.65

MasterCard \$40.65

AUTHORIZED AMOUNT \$40.65

Card#: [REDACTED]

Authorization: 023911

APPROVAL: 023911
POS REF: 1
CCT REF: 1
AID: A0000000041010
TVR: 0000008001
APP LABEL: MASTERCARD
BATCH #: 174001
ENTRY METHOD: NFC Entry

--> Order Closed <--

Thank You!

Final presentation
for interns.

(second receipt)

Mayor's budget.

View Procurement Card Transaction
Verification: PCV-022616

09:56 AM
08/26/2025
Page 1 of 2

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
40.65

Information

Information

Company City of Tucson
Document Date 06/27/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	06/27/2023 12:59:23 PM	06/28/2023	Juan Ramirez Robles [REDACTED]	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/27/2023 12:59:23 PM	06/28/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/27/2023 12:59:24 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	06/27/2023 02:42:23 PM		Kimberlee Lares [REDACTED]	1	Send Back Reason from Kimberlee Lares: Please provide program flyer and list of attendees.

View Procurement Card Transaction
Verification: PCV-022616

09:56 AM
08/26/2025
Page 2 of 2

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	06/27/2023 02:49:11 PM	06/28/2023	Juan Ramirez Robles	1	Juan Ramirez Robles: attendees: erylck garcia, Maya Murphy Valencia, Xiandre Ward
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/27/2023 02:49:11 PM	06/28/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/27/2023 02:49:12 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		06/28/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/29/2023 10:06:25 AM		Kimberlee Lares	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/29/2023 10:06:25 AM	06/30/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/29/2023 10:06:27 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		06/30/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		06/30/2023		0	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-022616 - Summary for: 06/23/2023 BAGGINS GOURMET SAND 40.65 USD		BAGGINS GOURMET SANDWI	06/23/2023	40.65 USD	0.00	06/23/2023 BAGGINS GOURMET SAND 40.65 USD

Baggins

33 N Stone Ave
Suite 108
Tucson, AZ 85701
Phone (520) 792-1344

7/10/2023

11:05:50 AM

Order Id: AAAHALMQACAF

Juan - Eat In - POS1

Employee: Sean O

1 Southwestern Tuna Melt	\$11.25
GF White	\$0.50
1 Cobb Salad	\$15.00
NO bread bowl	\$0.00
honey mustard	\$0.00
NO tomatoes	\$0.00
1 Cobb Salad	\$15.00
hard boiled egg	\$1.00
NO bread bowl	\$0.00
ranch dressing	\$0.00
1 Almost Reuben	\$13.50
2 Unforgettable (@13)	\$26.00
1 Broccoli Cheddar Cup	\$4.50
Sub Total	\$86.75
Sales Tax	\$7.55
Order Total	\$94.30
MasterCard	\$94.30
AUTHORIZED AMOUNT	\$94.30
Card#:	
Authorization:	070147

APPROVAL: 070147
POS REF: 1
CCT REF: 1
AID: A0000000041010
TVR: 0000008001
APP LABEL: MASTERCARD
BATCH #: 191001
ENTRY METHOD: NFC Entry

--> Order Closed <--

Thank You!

Business
Meeting w Ward 1
to Mayor's Office

Attendees

Mayor Romero
- Council Member Laura Santa Cruz
- Charlene Mendoza
- Kristin McRay
- Antonio Ramirez
- Juan F. Ramirez

View Procurement Card Transaction
Verification: PCV-023690

06:58 AM
09/08/2025
Page 1 of 2

For
Juan Ramirez Robles (REDACTED)

Total Verification Amount
94.30

Information

Information

Company City of Tucson
Document Date 07/14/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	07/14/2023 12:04:32 PM	07/15/2023	Juan Ramirez Robles (REDACTED)	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	07/14/2023 12:04:32 PM	07/15/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	07/14/2023 12:04:33 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		07/15/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		07/15/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	07/14/2023 12:29:39 PM		Kimberlee Lares (REDACTED)	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	07/14/2023 12:29:39 PM	07/15/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	07/14/2023 12:29:40 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		07/15/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		07/15/2023		0	

Attachments

View Procurement Card Transaction
Verification: PCV-023690

06:58 AM
09/08/2025
Page 2 of 2

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-023690 - Summary for: 07/10/2023 BAGGINS GOURMET SAND 94.30 USD		BAGGINS GOURMET SANDWI	07/10/2023	94.30 USD	0.00	07/10/2023 BAGGINS GOURMET SAND 94.30 USD



Tentative



Mayor + CM Santa Cruz Meeting



Mon 7/31/2023 12:45 PM - 1:45 PM



Join Teams meeting 255 W Alameda St



Don't remind me



Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 299 230 993 430

Passcode: aS2kMj

[Download Teams](#) | [Join on the web](#)[Learn More](#) | [Meeting options](#)

Tracking

Organizer

MO

Michael OConnell
Sent on Wednesday,
7/26/2023 at 9:44 AM

Attendees

You didn't respond

Yes: 2

RR

Regina Romero
Required

LC

Lane Santa Cruz
Required

Didn't respond: 5

AR

Antonio Ramirez
Required

KM

Kristin McRay
Required

CM

Charlene Mendoza
Required

JR

Juan Ramirez
Required



Lane SantaCruz
Required



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

MO

Michael OConnell
Sent at 7/24/2023

Meeting Forward Notification: M...

Your meeting was forwarded Michael
OConnell has forwarded your meeting

[EXTERNAL] Your Order Has Been Received

Baggins <order@incentivio.com>

Mon 7/31/2023 11:54 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Your Order has been received

Thank you for placing an order at our Baggin's Church & Pennington location, Juan Ramirez! Your order has been received.
Your In-Store Pickup order will be completed at Jul 31 2023 at 12:24 PM.

Receipt

Paid with master ending in [REDACTED]

1x	Grinder Hot/Cold	\$12.00
	1x No Salami 1x No Oven Roasted Ham 1x Grinder Cold	
	Special Instructions: turkey grindr please. No salami and NO ham.	
1x	Gourmet Cobb	\$2.00
	900 BGS Pts = Free Full Sandwich or Salad (-\$14.00) 1x No Bread Bowl 1x Honey Mustard 1x Hard Boil Egg (+ \$1.00)	
1x	Hopi Chicken	\$13.00
1x	Hopi Chicken	\$13.00
1x	Asian Chicken	\$14.50
	1x No Bread Bowl 1x Peanut 1x Peanut (+ \$1.00)	

Subtotal:	\$54.50
Discount:	\$14.00
Charges:	\$0.00
Taxes:	\$4.74

Tip:

\$0.00

Total:

\$59.24

View Procurement Card Transaction
Verification: PCV-025787

07:14 AM
09/08/2025
Page 1 of 2

For
Juan Ramirez Robles

Total Verification Amount
59.24

Information

Information

Company City of Tucson
Document Date 08/02/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	08/02/2023 11:59:28 AM	08/03/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	08/02/2023 11:59:28 AM	08/03/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	08/02/2023 11:59:29 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		08/03/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		08/03/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	08/02/2023 12:02:51 PM		Belinda Madrid (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	08/02/2023 12:02:51 PM	08/03/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	08/02/2023 12:02:52 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		08/03/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		08/03/2023		0	

View Procurement Card Transaction
Verification: PCV-025787

07:14 AM
09/08/2025
Page 2 of 2

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-025787 - Summary for: 07/31/2023 BAGGINS GOURMET SAND 59.24 USD		BAGGINS GOURMET SANDWI	07/31/2023	59.24 USD	0.00	07/31/2023 BAGGINS GOURMET SAND 59.24 USD

Event Scheduling Assistant

Cancel Tracking Response options ▾

Send Calendar

Biannual Staff Meeting and Retreat

Regina Romero × Charlene Mendoza × Optional
Fatima Luna × Manisha Bewtra ×

8/31/2023 5:00 PM ▾ All day
8/31/2023 7:00 PM ▾ Don't repeat ▾

Search for a room or location Teams meeting



A A **B** I U A

Attendees

- Charlene Mendoza
- Eryck Garcia
- Victor Mercado
- Manisha Bewtra
- Fatima Luna
- Juan Ramirez
- Regina Romero



Penca
50 E Broadway Blvd
Tucson, AZ 85701

Server: Diana G
Check #13 Table 15
Guest Count: 8
Seats 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Ordered: 8/31/23 6:33 PM

2 Fish Tacos	\$12.00
2 Carnitas Tacos	\$12.00
1 Calabacitas	\$6.00
3 Chile Relleno	\$72.00
1 Fish Entree	\$33.00
1 Short Rib	\$30.00
3 Ceviche	\$57.00
2 Rajas Tacos	\$12.00
2 Nopales	\$10.00
1 Pork Chop	\$32.00
Medium	
1 Turkey Tacos	\$6.00
1 Esquites	\$13.00
1 Queso	\$13.00
1 Bone Marrow	\$18.00
1 Tres Leches	\$10.00
VIP (100.00%)	- \$10.00
2 Churros	\$20.00
Birthday	
VIP (100.00%)	- \$20.00
1 Sorbet	\$8.00
VIP (100.00%)	- \$8.00
Pre-discount Subtotal	\$364.00
Discount Total	- \$38.00
Subtotal	\$326.00
Tax	\$28.38
Tip	\$72.80
Total	\$427.18

Input Type C (EMV Chip Read)
MASTERCARD XXXXXXXX3889
Time 8:56 PM

View Procurement Card Transaction
Verification: PCV-028734

07:23 AM
09/08/2025
Page 1 of 2

For
Mayor Regina Romero

Total Verification Amount
427.18

Information

Information

Company City of Tucson
Document Date 09/05/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	09/05/2023 06:50:03 PM	09/06/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/05/2023 06:50:03 PM	09/06/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/05/2023 06:50:04 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/06/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/06/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	09/06/2023 08:44:06 AM		Belinda Madrid (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/06/2023 08:44:06 AM	09/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/06/2023 08:44:07 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	

View Procurement Card Transaction
Verification: PCV-028734

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-028734 - Summary for: 08/31/2023 TST Penca 427.18 USD		TST Penca	08/31/2023	427.18 USD	0.00	08/31/2023 TST Penca 427.18 USD

View Procurement Card Transaction
Verification: PCV-028801

07:29 AM
09/08/2025
Page 1 of 2

For
Charlene Mendoza

Total Verification Amount
138.66

Information

Information

Company City of Tucson
Document Date 09/06/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	09/06/2023 02:29:34 PM	09/07/2023	Juan Ramirez Robles	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/06/2023 02:29:34 PM	09/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/06/2023 02:29:35 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	09/06/2023 02:42:05 PM		Belinda Madrid (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/06/2023 02:42:05 PM	09/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/06/2023 02:42:05 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	

View Procurement Card Transaction
Verification: PCV-028801

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-028801 - Summary for: 08/29/2023 MARRIOTT JW TUCSON F 138.66 USD		MARRIOTT JW TUCSON F&B	08/29/2023	138.66 USD	0.00	08/29/2023 MARRIOTT JW TUCSON F 138.66 USD

Thank you!

JW MARRIOTT STARR PASS RESORT & SPA

**** SIGNATURE GRILL ****

237423 Ari

CHK 1292 TBL 31/1

GST 4

29 Aug'23 12:15 PM

1 SOFT DRINK	3.50
1 SOFT DRINK	3.50
1 ICED TEA	3.50
1 ICED TEA	3.50
1 L - EDAMAME CHIPS	15.00
1 L - CAESAR SALAD	12.00
1 add CHICKEN	6.00
1 L - COBB SALAD	15.00
1 L - GARDEN SALAD	13.00
1 add SALMON	15.00
1 L - COBB SALAD	15.00
1 add CHICKEN	6.00

Subtotal: \$111.00

Tax: \$9.66

12:48 PM

TOTAL DUE: \$120.66

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 18.00

TOTAL 138.66

ROOM NUMBER

PRINT LAST NAME Mendez

SIGNATURE [Signature]

Arizona Cities and Towns
Conference

USCM Reception
with Arizona Mayors;
Mayor Giles & Mayor Glatfelter
and Nan Waley from USCM

Leagues
Conference

& & 430 & & &
Starbucks

JW Marriott Tucson Starr Pass Resort
Tucson, AZ 85745

Check No : 4722
Table No : 0
Server : 255712 LETICIA
Name on Card: OFFICE/MAYORS
Acct Num :
Expiry Date : **/**
Card Type : MasterCard
Trans Type : Authorize
Trans Date : 8/31/2023
Trans Time : 10:55 AM
Entry Mode : Chip
Auth Code : 051584
Resp Code : 00
Mode : Issuer
App Label : MASTERCARD
AID : A0000000041010
ARC : 00
TVR : 0000008000
TSI : E800
IAD : 01106070032200004576000000

00 Approved - Thank You 000

Subtotal : USD\$ 26.09

Gratuity : \$3.00

Total : \$29.09

x 
Signature

I Agree to pay total amount as
per the Card Issuer Agreement.
Customer Copy

(520) 792-3500

View Procurement Card Transaction
Verification: PCV-028802

07:42 AM
09/08/2025
Page 1 of 3

For
Charlene Mendoza [REDACTED]

Total Verification Amount
29.09

Information

Information

Company City of Tucson
Document Date 09/06/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	09/06/2023 02:31:40 PM	09/07/2023	Juan Ramirez Robles [REDACTED]	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/06/2023 02:31:40 PM	09/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/06/2023 02:31:41 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	09/06/2023 02:43:47 PM		Belinda Madrid ([REDACTED]ment Finance Manager) ()	1	Send Back Reason from Belinda Madrid: Also, please attach itemized receipt for this transaction. Thank you

View Procurement Card Transaction
Verification: PCV-028802

07:42 AM

09/08/2025

Page 2 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	09/06/2023 02:51:54 PM	09/07/2023	Juan Ramirez Robles ()	1	Juan Ramirez Robles: Business meeting at the Arizona Cities and Towns Annual Conference with Mexican Consul Rafael Barcelo and Mayor Lamarque. Starbucks at the JW Marriott did not provide an itemized receipt. Purchase included three lattes and two pastries.
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/06/2023 02:51:54 PM	09/07/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/06/2023 02:51:55 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/07/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	09/07/2023 08:12:00 AM		Belinda Madrid (Department Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/07/2023 08:12:00 AM	09/08/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/07/2023 08:12:01 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/08/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/08/2023		0	

View Procurement Card Transaction
Verification: PCV-028802

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-028802 - Summary for: 08/31/2023 MARRIOTT JW TUCSON F 29.09 USD		MARRIOTT JW TUCSON F&B	08/31/2023	29.09 USD	0.00	08/31/2023 MARRIOTT JW TUCSON F 29.09 USD

Business meeting
EMSC



Seis Kitchen

130 S. Avenida Del Convento #100
Tucson, AZ 85745
(520) 622-2002
www.seiskitchen.com
@SeisKitchen

September 6, 2023

11:23 AM

Reign

Receipt: Dvj0

Ticket: francisoco 11:15 PICKUP!!

Authorization: 050111

MASTERCARD

AID AO 00 00 00 04 10 10

FOR HERE

ENSALADA MIXTO \$14.50
POC CHUC CHICKEN, *CILANTRO
CREMA*, *EXTRA DRESSING*, TO GO!
LABEL RR

ENSALADA MIXTO \$17.50
GRILLED SHRIMP, *ANCHO- LIME
VINAIGRETTE*, *CILANTRO CREMA*,
TO GO!

ENSALADA RUSTICA \$10.50
REGULAR, *ANCHO- LIME
VINAIGRETTE*, *CILANTRO CREMA*,
TO GO!

ENSALADA RUSTICA \$14.50
CALABACITAS, NO TOMATO, TO GO!

(2) Two Taco Grande Platter \$14.50
Al Pastor, Birria (\$0.50), BLACK
BEANS (SIDE), TO GO!, *SALSA
TOMATILLO*

Subtotal \$71.50
City of Tucson 8.7 Sales Tax \$6.22
Tip \$8.00

Total \$85.72
MasterCard (Contactless) \$85.72

Award-Winning Regional Mexican Cuisine
Breakfast, Lunch, Snacks and Dinner
Dine with us @SeisKitchen

Council Meeting
Pter

Attendees:

- Mayor Romero
- Angela Reges
- Charlene Mendata
- Kristin McKay

View Procurement Card Transaction
Verification: PCV-028922

07:49 AM
09/08/2025
Page 1 of 2

For
Juan Ramirez Robles ()

Total Verification Amount
85.72

Information

Information

Company City of Tucson
Document Date 09/08/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	09/08/2023 03:00:48 PM	09/09/2023	Juan Ramirez Robles ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/08/2023 03:00:48 PM	09/09/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/08/2023 03:00:49 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/09/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/09/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	09/11/2023 10:15:39 AM		Belinda Madrid () () tment Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/11/2023 10:15:39 AM	09/12/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/11/2023 10:15:41 AM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/12/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/12/2023		0	

View Procurement Card Transaction
Verification: PCV-028922

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-028922 - Summary for: 09/06/2023 SQ SEIS KITCHEN 85.72 USD		SQ SEIS KITCHEN	09/06/2023	85.72 USD	0.00	09/06/2023 SQ SEIS KITCHEN 85.72 USD

[EXTERNAL] You have an invoice from OaxaRico for \$1,416.36

OaxaRico (via Clover) <noreply@clover.com>

Thu 9/21/2023 2:37 PM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>



OaxaRico

MOBILE FOOD TRUCK, TUCSON, AZ 85745

5207715955

Payment due September 21, 2023

\$1,416.36

Pay \$1,416.36

Invoice #KTPDCARRGD582

Created September 21, 2023

Due September 21, 2023

Bill to:

juan.ramirez@tucsonaz.gov

Description:

65 PEOPLE BEEF & CHICKEN FAJITAS, RICE AND
CALABACITAS AGUAS FRESCAS LIMONADA, JAMAICA

Subtotal	\$1,303.00
----------	------------

Taxes	\$113.36
-------	----------

Total	\$1,416.36
-------	-------------------

Pay \$1,416.36

Secure payments powered by Clover

[View the Clover Privacy Policy](#)



OaxaRico



Payment Received

Hey, J***n

Your payment has been received.

Invoice number
KTPDCARRGD582

 Mastercard 

Subtotal
\$1,303.00

Tax
\$113.36

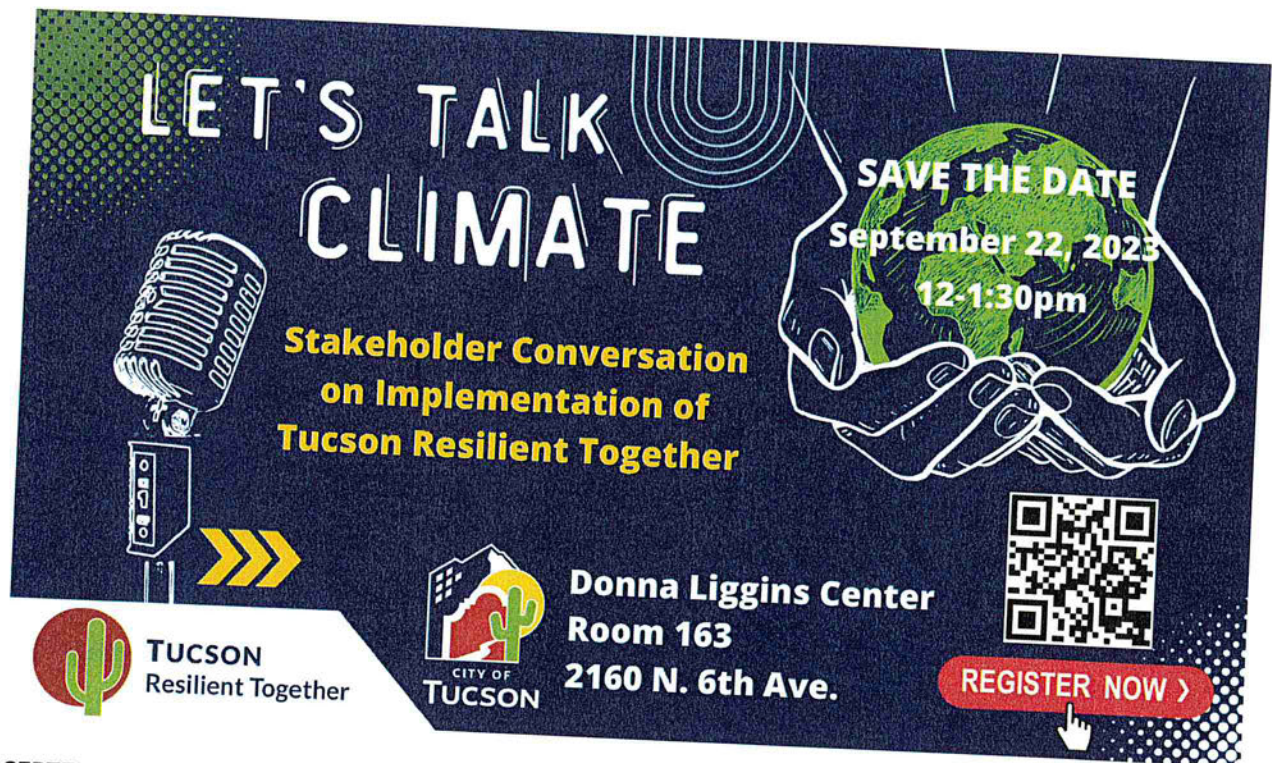
Total
\$1,416.36

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LET'S TALK CLIMATE

SAVE THE DATE
September 22, 2023
12-1:30pm

**Stakeholder Conversation
on Implementation of
Tucson Resilient Together**

TUCSON
Resilient Together

CITY OF TUCSON

**Donna Liggins Center
Room 163
2160 N. 6th Ave.**

REGISTER NOW >

SEPTEMBER 22 – DONNA LIGGINS

Time	Activity	Lead
11:00 a.m.	Arrival & Set Up • Sound check • Room check • Registration table and name tags • Food set up –	CAT Team
11:50 a.m.	Doors open	
12:00 p.m.	Check in <i>Mayor Arrives at 11:50 a.m.</i>	CAT Team
12:05 p.m.	Opening (5 min) • Welcome and housekeeping	Tim
12:05 p.m.	Mingle, food, settle in (10 min) • Slide show running with pics of climate-related events • Mayor walks the room	CAT Team

12:15 p.m.	Agenda overview (5 min) • Agenda overview • Introduces Mayor	Tim
12:20 p.m.	Mayor Romero's words (5 min) • Land acknowledgement • Short overview of climate accomplishments (timeline)	Mayor Romero
12:25p.m.	Accomplishments (5 min) • Briefly shares accomplishments thus far Pass it off to CRO	Tim
12:30 p.m.	TRT vision moving forward (5 min) • TRT implementation vision moving forward Pass it off to Tim	CRO
12:40 p.m.	Table Talks Activity (30 min) Overview • Explain activity • 2-3 rounds • Report back (if there are too many folks, then we use mentimeter instead of having folks report back)	Tim with support from CAT
1:10 p.m.	Audience Q&A (20 min) • Questions from audience using mentimeter / index cards	Tim
1:30 p.m.	Closing remarks (5 min) • Thank participants • Share next steps	Tim

View Procurement Card Transaction
Verification: PCV-030259

07:54 AM
09/08/2025
Page 1 of 2

For
Charlene Mendoza [REDACTED]

Total Verification Amount
1,416.36

Information

Information

Company City of Tucson
Document Date 09/25/2023
Currency USD
Procurement Card Transaction Verification Status Approved
Budget Check Status Not Required

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	09/25/2023 03:52:11 PM	09/26/2023	Juan Ramirez Robles [REDACTED]	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/25/2023 03:52:11 PM	09/26/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/25/2023 03:52:12 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/26/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		09/26/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	09/25/2023 04:03:44 PM		Belinda Madrid ([REDACTED] ment Finance Manager) ()	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	09/25/2023 04:03:44 PM	09/26/2023		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	09/25/2023 04:03:44 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		09/26/2023		0	
Check Budget (Financial)	Review Budget Check	Not Required		09/26/2023		0	

View Procurement Card Transaction
Verification: PCV-030259

07:54 AM
09/08/2025
Page 2 of 2

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-030259 - Summary for: 09/21/2023 OAXARICO LLC 1,416.36 USD		OAXARICO LLC	09/21/2023	1,416.36 USD	0.00	09/21/2023 OAXARICO LLC 1,416.36 USD

 Edit  Delete  Duplicate event  Busy   15 minutes before   Categ 

Welcome meeting with Albuquerque Mayor Keller and staff

 Fri 10/20/2023 9:00 AM - 10:00 AM

 **Meeting Attendees:**
Albuquerque Mayor Keller
Tucson Mayor Romero
Feliz Garcia #1 ABQ
Staff member #2 ABQ
Staff Member #3 ABQ
Savannah Martines- CMO's Office
Juan Ramirez- Mayor's Office
Charlene Mendoza
Genesis Cubillas

**LA ESTRELLA BAKERY
INC**

901 N GRANDE AVE
TUCSON, AZ 85745
5202940571

Transaction 233292

Total \$26.03
CREDIT CARD SALE \$26.03
MASTERCARD [REDACTED]

Retain this copy for statement
validation

20-Oct-2023 8:17:56A
\$26.03 | Method: CONTACTLESS
MASTERCARD

Reference ID: 329300583267
Auth ID: 072834
MID: *****5882
AID: A0000000041010
AthNtwkNm: MASTERCARD

Online: <https://clover.com/p/GS0HBRKNQS19G>

*** REPRINT ***

Payment GS0HBRKNQS19G

Clover Privacy Policy
<https://clover.com/privacy>

* YOUR RECEIPT *
* THANK YOU *

13:58 10-19-2023
MC NO. 0000 1842
7x @0.65
DEPT#001 \$4.55T1

SUBTOTAL \$4.55
11x @1.00
DEPT#001 \$11.00T1

SUBTOTAL \$15.55
2x @2.00
DEPT#001 \$4.00T1

SUBTOTAL \$19.55
2x @1.99
DEPT#001 \$3.98T1

SUBTOTAL \$23.53
DEPT#001 \$2.50T1

SUBTOTAL \$26.03
TAX1 \$0.00
TOTAL-TAX \$0.00

TOTAL \$26.03
CHARGE \$26.03
~~~~~  
/ HAVE A NICE DAY /  
/ PLEASE COME AGAIN /  
/ ~~~~~

Business meeting with  
Albuquerque Mayor Keller  
and his staff.

View Procurement Card Transaction  
Verification: PCV-032803

08:04 AM  
09/08/2025  
Page 1 of 2

For  
Juan Ramirez Robles

Total Verification Amount  
26.03

Information

Information

**Company** City of Tucson  
**Document Date** 10/24/2023  
**Currency** USD  
**Procurement Card Transaction Verification Status** Approved

Process History

| Process                                         | Step                                                                        | Status         | Completed On           | Due Date   | Person (Up to 5)    | All Persons | Comment                                                                                                                                      |
|-------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------|------------|---------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Step Completed | 10/24/2023 02:47:13 PM | 10/25/2023 | Juan Ramirez Robles | 1           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Sent Back      | 10/25/2023 01:52:43 PM |            | Kimbe Lares         | 1           | Send Back Reason from Kimberlee Lares: Please provide copy of official notice or flyer of business meeting and list of attendees. Thank you. |
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Submitted      | 10/25/2023 02:15:07 PM | 10/25/2023 | Juan Ramirez Robles | 1           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 10/25/2023 |                     | 0           |                                                                                                                                              |

View Procurement Card Transaction  
Verification: PCV-032803

08:04 AM  
09/08/2025  
Page 2 of 2

| Process                                         | Step                                   | Status       | Completed On           | Due Date   | Person (Up to 5)       | All Persons | Comment |
|-------------------------------------------------|----------------------------------------|--------------|------------------------|------------|------------------------|-------------|---------|
| Procurement Card Transaction Verification Event | Approval by Manager                    | Not Required |                        | 10/25/2023 |                        | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager        | Not Required |                        | 10/25/2023 |                        | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I     | Not Required |                        | 10/25/2023 |                        | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Program Manager            | Not Required |                        | 10/25/2023 |                        | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager | Approved     | 10/25/2023 02:25:48 PM |            | Kimbe Lares [REDACTED] | 1           |         |

Attachments

Transaction Details

| Procurement Card Transaction Verification                           | Errors / Warnings | Charge Description     | Transaction Date | Credit Card Transaction Amount | Amount Remaining | Credit Card Transaction                   |
|---------------------------------------------------------------------|-------------------|------------------------|------------------|--------------------------------|------------------|-------------------------------------------|
| PCV-032803 - Summary for: 10/20/2023 LA ESTRELLA BAKERY I 26.03 USD |                   | LA ESTRELLA BAKERY INC | 10/20/2023       | 26.03 USD                      | 0.00             | 10/20/2023 LA ESTRELLA BAKERY I 26.03 USD |

View Procurement Card Transaction  
Verification: PCV-032812

08:22 AM  
09/08/2025  
Page 1 of 1

For  
Mayor Regina Romero ( )

Total Verification Amount  
265.69

Information

Information

**Company** City of Tucson  
**Document Date** 10/24/2023  
**Currency** USD  
**Procurement Card Transaction  
Verification Status** Approved

Process History

| Process                                         | Step                                                                        | Status         | Completed On           | Due Date   | Person (Up to 5)                          | All Persons | Comment |
|-------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------|------------|-------------------------------------------|-------------|---------|
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Step Completed | 10/24/2023 03:05:31 PM | 10/25/2023 | Juan Ramirez Robles ( )                   | 1           |         |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required   |                        | 10/25/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Approved       | 10/25/2023 04:07:21 PM |            | B Madrid (Department Finance Manager) ( ) | 1           |         |

Attachments

Transaction Details

| Procurement Card Transaction Verification                | Errors / Warnings | Charge Description | Transaction Date | Credit Card Transaction Amount | Amount Remaining | Credit Card Transaction        |
|----------------------------------------------------------|-------------------|--------------------|------------------|--------------------------------|------------------|--------------------------------|
| PCV-032812 - Summary for: 10/20/2023 BK TACOS 265.69 USD |                   | BK TACOS           | 10/20/2023       | 265.69 USD                     | 0.00             | 10/20/2023 BK TACOS 265.69 USD |

 Edit  Delete  Duplicate event  Busy   1 hour before   Categorize 

## Business meeting with Albuquerque Mayor Keller and staff

 Fri 10/20/2023 2:30 PM - 3:30 PM

 Bk Carne Asada & Hotdogs

 **Meeting Attendees:**  
Albuquerque Mayor Keller  
Tucson Mayor Romero  
Feliz Garcia #1 ABQ  
Staff member #2 ABQ  
Staff Member #3 ABQ  
Savannah Martines- CMO's Office  
Juan Ramirez- Mayor's Office  
Charlene Mendoza  
Genesis Cubillas

Business Meeting w Mayor, Kel  
ABC

BK Tacos  
bktacos.com  
5118 S 12th Avenue  
Tucson, AZ 85706  
520-295-0105

Server: Reyna  
03:36 PM  
9/1

DOB: 10/20/2023  
10/20/2023  
1/10043

SALE

10/20/2023  
MID:

15:36:15  
TID: RRN: 100150

PURCHASE  
MASTERCARD  
CARD #:  
AUTH CODE:056023

- APPROVED  
Entry Method: Chip

Mode:  
AID: A0000000041010  
TVR: 0000008000  
IAD:

0110A040032200000000000000000000FF

TSI: E800  
SubTotal

ARC: 00  
USD \$ 235.69

Tip

USD \$ 25.00

Total

USD \$ 260.68

REGINA ROMERO

Eat What Makes You Happy!  
See You Again Soon!

Suggested Tip:  
18% -\$ 39.03  
20% -\$ 43.37  
25% -\$ 54.21

Customer Copy

BK Tacos  
bktacos.com  
5118 S 12th Avenue  
Tucson, AZ 85706  
520-295-0105

Server: Reyna  
9/1  
Guests: 10

10/20/2023  
3:36 PM

#10043

|                             |       |
|-----------------------------|-------|
| Totopos (2 @4.00)           | 8.00  |
| Guacamole (2 @7.99)         | 15.98 |
| Taco Asada (4 @4.75)        | 19.00 |
| R Caramelo Asada (8 @10.75) | 86.00 |
| Sonoran Hot Dog (8 @4.95)   | 39.60 |
| Combo 3                     | 18.25 |
| Ag Frs Pina                 |       |
| Combo 3                     |       |
| Ag Frs Pina                 | 4.50  |
| Ag Frs Horchata             | 4.50  |
| Taco Asada                  | 4.75  |
| Cheese\$                    | 2.50  |
| Taco Adobada                | 4.75  |
| Coca-Cola (2 @4.50)         | 9.00  |

Subtotal 216.83  
Tax 18.86

Total 235.69

MASTERCARD # [REDACTED] 235.69

Auth:056023

Balance Due 0.00

Eat What Makes You Happy!

See You Again Soon!

Suggested Tip:

18% -\$ 39.03

20% -\$ 43.37

25% -\$ 54.21

--- Check Closed ---

Event Scheduling Assistant

 Cancel    Tracking  Response options  Busy  Don't remind

 Andrew Greenhill Automatic reply: Thank you for your email. Andrew Greenhill is no longer with the City of Tucson. Please contact Lane [Show more](#) | [Remove recipient](#)

 Send  Calendar



## Business Meeting with Intergovernme...



Regina Romero  Andrew Greenhill 



Charlene Mendoza 



10/31/2023 

12:15 PM 

☐ All day  Tim

10/31/2023 

1:15 PM 

 Don't repeat 



AK [Agustin Kitchen](#) 

☐  Teams meeting



<  > Tue, October

12 PM

**12:15 PM - 1:15 PM**  
Accepted 1, Didn't respo

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

## Business Meeting with Intergovernmental Relations Manager + Mayor Romero (12:15pm) - M...



Andrew Greenhill Automatic reply: Thank you for your email. Andrew Greenhill is no longer with the City of Tucson. Please contact Lane  
[Show more](#) | [Remove recipient](#)



Regina Romero ×

Andrew Greenhill ×



Charlene Mendoza ×



All day



Don't repeat ▾



AK **Agustin Kitchen**



Teams meeting



12 PM

**12:15 PM - 1:15 PM**

Accepted 1, Didn't respo

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

AGUSTIN KITCHEN  
100 S AVENIDA DEL CONVENTO Ste 150  
TUCSON, AZ 85745  
ph 5203985382

AGUSTIN KITCHEN  
100 S AVENIDA DEL CONVENTO Ste 150  
TUCSON, AZ 85745  
ph 5203985382

TABLE: 75. - 3 Guests  
Server: Devin W  
10/31/2023 1:29:59 PM  
Sequence #: 0000010  
ID #: 0170517  
Subtotal \$88.75  
Total Taxes \$7.72  
Grand Total \$96.47

ROMERO/REGINA  
MasterCard  
38896pvcw6qpsd09  
045760  
Devin W  
75.

Payment Amount: \$96.47

Tip:

Total:

18.00  
114.47

20% \$17.75  
25% \$22.19

11010

the amount shown above.

Give Us Your Feedback  
On Google \ Agustin Kitchen

Guest Check

TABLE: 75. - 3 Guests  
Server: Devin W  
10/31/2023 1:28:35 PM  
Sequence #: 0000010  
ID #: 0170517

| ITEM                | QTY  | PRICE          |
|---------------------|------|----------------|
| Steak Frites        | 1    | \$32.00        |
| - Market Vegetables |      | \$4.00         |
| Apple Quinoa Salad  | 1    | \$18.00        |
| Chicken Salad       | 1    | \$22.00        |
| Iced Tea            | (3@) | \$4.25 \$12.75 |

Subtotal \$88.75  
Total Taxes \$7.72

Grand Total \$96.47  
Amount Due: \$96.47

15% \$13.31  
20% \$17.75  
25% \$22.19

Give Us Your Feedback  
On Google \ Agustin Kitchen  
Guest Check

View Procurement Card Transaction  
Verification: PCV-034090

08:29 AM

09/08/2025

Page 1 of 2

For  
Mayor Regina Romero [REDACTED]

Total Verification Amount  
114.47

Information

Information

**Company** City of Tucson  
**Document Date** 11/06/2023  
**Currency** USD  
**Procurement Card Transaction Verification Status** Approved

Process History

| Process                                         | Step                                                                        | Status         | Completed On           | Due Date   | Person (Up to 5)               | All Persons | Comment                                                                                                            |
|-------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------|------------|--------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------|
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Step Completed | 11/06/2023 11:08:08 AM | 11/07/2023 | Juan Ramirez Robles [REDACTED] | 1           |                                                                                                                    |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Sent Back      | 11/06/2023 12:37:50 PM |            | Kimberlee Lares [REDACTED]     | 1           | Send Back Reason from Kimberlee Lares: Please provide backup/purpose for meeting and list of attendees. Thank you. |
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Submitted      | 11/06/2023 01:38:33 PM | 11/07/2023 | Juan Ramirez Robles [REDACTED] | 1           |                                                                                                                    |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 11/07/2023 |                                | 0           |                                                                                                                    |

View Procurement Card Transaction  
Verification: PCV-034090

08:29 AM  
09/08/2025  
Page 2 of 2

| Process                                         | Step                                   | Status       | Completed On           | Due Date   | Person (Up to 5)                          | All Persons | Comment |
|-------------------------------------------------|----------------------------------------|--------------|------------------------|------------|-------------------------------------------|-------------|---------|
| Procurement Card Transaction Verification Event | Approval by Manager                    | Not Required |                        | 11/07/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager        | Not Required |                        | 11/07/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I     | Not Required |                        | 11/07/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Program Manager            | Not Required |                        | 11/07/2023 |                                           | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager | Approved     | 11/06/2023 04:17:30 PM |            | Madrid<br>(Department Finance Manager) () | 1           |         |

Attachments

Transaction Details

| Procurement Card Transaction Verification                       | Errors / Warnings | Charge Description | Transaction Date | Credit Card Transaction Amount | Amount Remaining | Credit Card Transaction               |
|-----------------------------------------------------------------|-------------------|--------------------|------------------|--------------------------------|------------------|---------------------------------------|
| PCV-034090 - Summary for: 10/31/2023 AGUSTIN KITCHEN 114.47 USD |                   | AGUSTIN KITCHEN    | 10/31/2023       | 114.47 USD                     | 0.00             | 10/31/2023 AGUSTIN KITCHEN 114.47 USD |

 Edit  Cancel     Join  Busy  1 hour before



## Mayor Romero + City Manager (12:30pm lunch meeting)



Thu 11/2/2023 12:30 PM - 1:30 PM  [View series](#)  [Show all instances](#)



 Join Teams meeting CR\_CMO\_CH10W



## Microsoft Teams meeting

**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)

Meeting ID: 273 599 405 051  
Passcode: CJahEL  
[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

### Tracking

#### Organizer

**JR** Juan Ramirez  
Sent on Thursday, 9/28/2023 at 5:26 PM

#### Attendees

✓ Yes: 3

 CR\_CMO\_CH10W

**RR** Regina Romero  
Required

**MO** Michael Ortega  
Required

✓ Didn't respond: 3

**CM** Charlene Mendoza  
Required

**AF** Andrea Flores  
Optional

**JK** Jarrett Kelsey  
Optional

## [EXTERNAL] Your Order Has Been Received

Baggins <order@incentivio.com>

Thu 11/2/2023 11:36 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Your Order has been received

Thank you for placing an order at our Baggin's Church & Pennington location, Juan Ramirez! Your order has been received.  
Your In-Store Pickup order will be completed at Nov 02 2023 at 12:06 PM.

### Receipt

Paid with master ending in [REDACTED]

|    |                                                                                                                                                   |         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1x | Gourmet Cobb                                                                                                                                      | \$15.00 |
|    | <ul style="list-style-type: none"><li>1x No Bread Bowl</li><li>1x Honey Mustard</li></ul>                                                         |         |
|    | <b>Special Instructions:</b> no onions. for Ortega.                                                                                               |         |
| 1x | Gourmet Cobb                                                                                                                                      | \$15.00 |
|    | <ul style="list-style-type: none"><li>1x No Tomatoes</li><li>1x No Bread Bowl</li><li>1x Honey Mustard</li></ul>                                  |         |
|    | <b>Special Instructions:</b> label for Charlene                                                                                                   |         |
| 1x | Gourmet Cobb                                                                                                                                      | \$17.00 |
|    | <ul style="list-style-type: none"><li>1x No Bread Bowl</li><li>1x Ranch</li><li>1x Hard Boil Egg (+ \$1.00)</li><li>1x Ranch (+ \$1.00)</li></ul> |         |

---

|               |                |
|---------------|----------------|
| Subtotal:     | \$47.00        |
| Discount:     | \$0.00         |
| Charges:      | \$0.00         |
| Taxes:        | \$4.09         |
| Tip:          | \$4.00         |
| <b>Total:</b> | <b>\$55.09</b> |

**Type "YES" for Pickup: yes pick up in store**

---

View Procurement Card Transaction  
Verification: PCV-034096

08:39 AM  
09/08/2025  
Page 1 of 2

For  
Juan Ramirez Robles [REDACTED]

Total Verification Amount  
55.09

Information

Information

**Company** City of Tucson  
**Document Date** 11/06/2023  
**Currency** USD  
**Procurement Card Transaction Verification Status** Approved

Process History

| Process                                         | Step                                                                        | Status         | Completed On           | Due Date   | Person (Up to 5)                                          | All Persons | Comment                                                                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------|------------|-----------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Step Completed | 11/06/2023 12:21:22 PM | 11/07/2023 | Juan Ramirez Robles [REDACTED]                            | 1           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Sent Back      | 11/06/2023 03:21:17 PM |            | Belinda Madrid [REDACTED] (Department Finance Manager) () | 1           | Send Back Reason from Belinda Madrid: Calendared event is for 10/31/23 and also attached to PCV-034090. Please review and update if needed. Thank you |
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Submitted      | 11/06/2023 04:16:35 PM | 11/07/2023 | Juan Ramirez Robles [REDACTED]                            | 1           |                                                                                                                                                       |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 11/07/2023 |                                                           | 0           |                                                                                                                                                       |

View Procurement Card Transaction  
Verification: PCV-034096

08:39 AM  
09/08/2025  
Page 2 of 2

| Process                                         | Step                                                                        | Status       | Completed On           | Due Date   | Person (Up to 5)                            | All Persons | Comment |
|-------------------------------------------------|-----------------------------------------------------------------------------|--------------|------------------------|------------|---------------------------------------------|-------------|---------|
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required |                        | 11/07/2023 |                                             | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required |                        | 11/07/2023 |                                             | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required |                        | 11/07/2023 |                                             | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required |                        | 11/07/2023 |                                             | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required |                        | 11/07/2023 |                                             | 0           |         |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Approved     | 11/06/2023 04:17:58 PM |            | B Madrid<br>(Department Finance Manager) () | 1           |         |

Attachments

Transaction Details

| Procurement Card Transaction Verification                           | Errors / Warnings | Charge Description     | Transaction Date | Credit Card Transaction Amount | Amount Remaining | Credit Card Transaction                   |
|---------------------------------------------------------------------|-------------------|------------------------|------------------|--------------------------------|------------------|-------------------------------------------|
| PCV-034096 - Summary for: 11/02/2023 BAGGINS GOURMET SAND 55.09 USD |                   | BAGGINS GOURMET SANDWI | 11/02/2023       | 55.09 USD                      | 0.00             | 11/02/2023 BAGGINS GOURMET SAND 55.09 USD |

 Edit  Cancel  Forward  Reply all  Duplicate event  Busy   Dc 

## Staff Retreat/ Huddle

 Thu 11/9/2023 9:00 AM - 5:00 PM



### Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

#### Emails

M

MayorRomero  
Sent at 11/27/2023

Congratulations Kevin Daily, TCF...

\_\_\_\_\_  
From:  
Tucson Crime Free Coalition  
<kevincdaily@yahoo.com@ccsend.com>

CM

Charlene Mendoza  
Sent at 11/2/2023

Nov/Dec Council Meetings

Hello, I hope this finds you all well. I spoke with the Mayor and the Manager this afternoon and will be working with

### Tracking

#### Organizer

JR

Juan Ramirez  
Sent on Thursday, 7/20/2023 at 1:32 PM

#### Attendees

✓ Yes: 3



Genesis Cubillas  
Required



Manisha Bewtra  
Required



Victor Mercado  
Required

✓ Didn't respond: 2

CM

Charlene Mendoza  
Required

EG

Eryck Garcia  
Required

**[EXTERNAL] Tell us how we did! Receipt for Order #22 at Locale Neighborhood Italian - 60 N Alvernon Way**

Locale Neighborhood Italian - 60 N Alvernon Way <no-reply@toasttab.com>

Tue 11/28/2023 11:09 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Thank you for your order. Below is a receipt for your recent visit to Locale Neighborhood Italian.

[trouble viewing this email?](#)



Locale Neighborhood Italian  
60 N Alvernon Way  
Tucson, AZ 85711

Server: Victor A

Check #22

Guest Count: 1

Ordered: 11/9/23 8:45 AM

How was your visit?

|                          |         |
|--------------------------|---------|
| 1 Mocha                  | \$5.00  |
| 2 Nutella Banana Galette | \$11.90 |
| 2 Sticky Bun             | \$7.50  |
| 2 Muffin                 | \$7.00  |

|          |         |
|----------|---------|
| Subtotal | \$31.40 |
| Tax      | \$2.74  |
| Tip      | \$3.00  |
| Total    | \$37.14 |

|            |                   |
|------------|-------------------|
| Input Type | C (EMV Chip Read) |
| MASTERCARD |                   |
| Time       | 8:45 AM           |

|                  |              |
|------------------|--------------|
| Transaction Type | Sale         |
| Authorization    | Approved     |
| Approval Code    | 081038       |
| Payment ID       | jLwdYLfKmRtF |

Application ID      A0000000041010  
Application Label      MASTERCARD  
Terminal ID      053f92ded6edaf7d  
Card Reader      BBPOS  
MAYORS OFFICE

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View Procurement Card Transaction  
Verification: PCV-035661

11:42 AM  
09/08/2025  
Page 1 of 1

For  
Charlene Mendoza [REDACTED]

Total Verification Amount  
37.14

Information

Information

**Company** City of Tucson  
**Document Date** 11/28/2023  
**Currency** USD  
**Procurement Card Transaction  
Verification Status** Approved

Process History

| Process                                         | Step                                                                        | Status         | Completed On           | Due Date   | Person (Up to 5)               | All Persons | Comment                                     |
|-------------------------------------------------|-----------------------------------------------------------------------------|----------------|------------------------|------------|--------------------------------|-------------|---------------------------------------------|
| Procurement Card Transaction Verification Event | Procurement Card Transaction Verification Event                             | Step Completed | 11/28/2023 03:22:32 PM | 11/29/2023 | Juan Ramirez Robles [REDACTED] | 1           |                                             |
| Procurement Card Transaction Verification Event | pCard Transaction includes Travel Related Items for Approval.               | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Non Travel, Non PO , Non Project/Grant related pCard Spend requires review. | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Approval by Manager                                                         | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Approval by Procurement Manager                                             | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Approval by Cost Center Approver I                                          | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Approval by Program Manager                                                 | Not Required   |                        | 11/29/2023 |                                | 0           |                                             |
| Procurement Card Transaction Verification Event | Approval by Department Finance Manager                                      | Approved       | 11/29/2023 01:39:49 PM |            | Kimbe Lares [REDACTED]         | 1           | Kimberlee Lares: Approving accounting only. |

Attachments

Transaction Details

| Procurement Card Transaction Verification                 | Errors / Warnings | Charge Description | Transaction Date | Credit Card Transaction Amount | Amount Remaining | Credit Card Transaction         |
|-----------------------------------------------------------|-------------------|--------------------|------------------|--------------------------------|------------------|---------------------------------|
| PCV-035661 - Summary for: 11/09/2023 TST Locale 37.14 USD |                   | TST Locale         | 11/09/2023       | 37.14 USD                      | 0.00             | 11/09/2023 TST Locale 37.14 USD |



Busy



Don't remind me



## Meeting with Governor's Office / City of Tucson



Wed 12/13/2023 9:00 AM - 9:45 AM



Tucson City Hall, 255 W Alameda St, Tucson, AZ 85701, USA

invite.ics  
3 KB

**This event has been updated**  
**Changed:** description

### Description CHANGED

**Purpose:** Introductory meeting to Tracy Lopes, Governor Hobbs' Deputy Chief of Staff for Outreach and Engagement.

#### Attendees:

- Tracy Lopes, *Deputy Chief of Staff for Outreach and Engagement, Governor's Office*
- Marisol Flores-Aguirre, *Director for Southern Arizona, Governor's Office*
- Patrick Robles, *Community & Business Relations Liaison for Southern Arizona, Governor's Office*
- Maribel Trujillo, *Executive Assistant to Tracy Lopes, Governor's Office*
- Mayor Regina Romero, *City of Tucson*
- Charlene Mendoza, *Chief of Staff to Mayor Romero, City of Tucson*

**POC:** Patrick Robles, 520-651-1917

### When

## Tracking

### Organizer

**MM** Mary McGowan  
Sent on Friday, 12/8/2023 at 4:49 PM

### Attendees

You responded "Yes"

#### ✓ Yes: 1

**JR** Juan Ramirez  
Optional

#### ✓ Didn't respond: 6

**MT** Maribel Trujillo  
Required

**CM** Charlene Mendoza  
Required

**PR** Patrick Robles  
Required

**MA** Marisol Flores Aguirre  
Required

**TL** Tracy Lopes  
Required

**RR** Regina Romero  
Required

**LA ESTRELLA BAKERY**  
**NC**

901 N GRANT AVE  
TUCSON, AZ 85745  
5202940571

Transaction 244346

Total *Business Meeting* \$15.60

CREDIT CARD SALE \$15.60  
MASTERCARD [REDACTED]

Retain this copy for statement  
validation

13-Dec-2023 8:32:22A  
\$15.60 | Method: CONTACTLESS  
MASTERCARD [REDACTED]

MID: \*\*\*\*\*5882  
AID: A0000000041010

Online: <https://clover.com/p/7RDPYYPNMKJ50>

Payment 7RDPYYPNMKJ50

Clover Privacy Policy  
<https://clover.com/privacy>

*Goverharts  
Team*

LA ESTRELLA BAKERY

\*\*\*\*\*  
\* YOUR RECEIPT \*  
\* THANK YOU \*  
\*\*\*\*\*

\*\*\*\*\*  
03:23 12-13-2023  
MC NO.0000 1736  
9x @1.00  
DEPT#001 \$9.00T1  
DEPT#001 \$2.00T1  
4x @0.65  
DEPT#001 \$2.60T1  
DEPT#001 \$2.00T1  
\*\*\*\*\*

SUBTOTAL \$15.60  
TAX1 \$0.00  
TOTAL-TAX \$0.00

TOTAL \$15.60  
CHARGE \$15.60  
~~~~~

/ HAVE A NICE DAY /
/ PLEASE COME AGAIN /
/ ~~~~~ /

View Procurement Card Transaction
Verification: PCV-037181

11:56 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
15.60

Information

Information

Company City of Tucson
Document Date 12/18/2023
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	12/18/2023 11:51:36 AM	12/19/2023	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		12/19/2023		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	12/18/2023 03:55:12 PM		B [REDACTED] Madrid (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-037181 - Summary for: 12/13/2023 LA ESTRELLA BAKERY I 15.60 USD		LA ESTRELLA BAKERY INC	12/13/2023	15.60 USD	0.00	12/13/2023 LA ESTRELLA BAKERY I 15.60 USD

View Procurement Card Transaction
Verification: PCV-038855

08:43 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
807.16

Information

Information

Company City of Tucson
Document Date 01/09/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	01/09/2024 07:15:37 PM	01/10/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	01/10/2024 10:09:48 AM		B [REDACTED] Madrid (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-038855 - Summary for: 12/21/2023 FLOWER CHILD 807.16 USD		FLOWER CHILD	12/21/2023	807.16 USD	0.00	12/21/2023 FLOWER CHILD 807.16 USD

Flower Child
2960 N Campbell Ave
Ste 110 Tucson, AZ 85719

Host: ATOD_3
Cashier: Daniel Kedansky
REPRINT# 1
Order Type: Call In

12/20/2023

6:10 PM

130001

Get Together	
C Salmon	167.00
C Skinny Cobb	
(3)C Quinoa Corn	
Nourish A Tribe	
C Chicken	146.00
C Brussels & Kale Salad	
(3)C Sweet Potatoes	
Bountiful Bowls	
C Mother Earth	152.00
C Forbidden Rice	
C Hummus	
C Chopped Vegetable Salad	49.00
C Mac & Cheese (3 @36.00)	108.00
Gallon Lemonade (2 @29.00)	58.00

Subtotal	
Tax	680.00
	59.16

Call In Total 739.16

MstrcardFP #	[REDACTED]	739.16
Tip		68.00
Total		807.16

Auth:069996

SIGNATURE :

[Handwritten Signature]

Our email club is your new happy place

Get \$10 off \$20

On your Online Order

Scan now to sign up!

Iamaflowerchild.com

Follow @eatflowerchild

Staff
meeting



--- Check Closed ---

Event Scheduling Assistant

 Cancel    Tracking  Response options  Busy  2 hours before

 Michelle Myrose is in a different time zone. Use the **Scheduling Assistant** to select times across time zones.

 Send  Calendar



Annual Staff Retreat (6pm)



Regina Romero  Charlene Mendoza 

Genesis Cubillas  Manisha Bewtra 



kristin.mcray@gmail.com  lane.santacruz@gmail.com 

Michelle Myrose  Benny Gomez 



12/20/2023 

6:00 PM 

☐ All day



Tim

12/20/2023 

9:00 PM 

 Don't repeat 



Search for a room or location



Teams meeting



Mayor's Office Staff + additional Ward 1 Staff



12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

6:00 PM - 9:00 PM

Accepted 9, Didn't respo



Event Scheduling Assistant

Response options ▾

Busy ▾

15 minutes before ▾

Categorize ▾

Private ▾

Send ▾

Calendar ▾



meeting with Pima County District 5 ...



Charlene Mendoza ✕

Elvira Suarez Din <Elvira.SuarezDin@pima.gov> ✕



Genesis Cubillas ✕



1/5/2024



11:30 AM ▾



All day



Time

1/5/2024



1:00 PM ▾



Don't repeat ▾



Search for a room or location



Teams meeting



Add a description or attach documents



< > Fri, January 5,

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

JR

CM

New event - Calendar - Juan.Ramirez@tucsonaz.gov



Charlene Mendoza X

Elvira Suarez Din <Elvira.SuarezDin@pima.gov> X



Genesis Cubillas X



All day



Don't repeat V



Search for a room or location



Teams meeting



Add a description or attach documents



< Dec 22 **Juan away** (De

person not available

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

JR ✓

CM ✓

Miss Saigon

Downtown

47 N 6th Ave

Tucson, AZ 85701

520-884-4778

Emp: Lunch Credit BB

01-05-2024 12:14pm

Tbl# 101

EMV 8-36981

SALE

Card Number: *****

Exp Date: ** / ** OFFICE/MAYORS

Crđ Type/Trc: 2

Apprvl Code: 024198

AMOUNT: 57.07

TIP: 4.00

TOTAL: \$ 61.07

X

Cardmember agrees to pay total in
accordance with agreement governing
use of such card.

Entry: Chip CVM: none

ApplicationLabel: MASTERCARD

AID: A0000000041010

TVR: 0000008000

IAD: 0110A040032200000000

TSI: E800

ARC: ARQC

** GUEST COPY **

View Procurement Card Transaction
Verification: PCV-038856

12:00 PM
09/08/2025
Page 1 of 3

For
Charlene Mendoza [REDACTED]

Total Verification Amount
61.07

Information

Information

Company City of Tucson
Document Date 01/09/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	01/09/2024 07:28:07 PM	01/10/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	01/10/2024 10:11:20 AM		Belinda Madrid [REDACTED] (Department Finance Manager) ()	1	Send Back Reason from Belinda Madrid: Please attach itemized receipt. thank you
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	01/10/2024 04:10:53 PM	01/10/2024	Juan Ramirez Robles [REDACTED]	1	Juan Ramirez Robles: please reach out to Charlene for the itemized receipt.
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		01/10/2024		0	

View Procurement Card Transaction
Verification: PCV-038856

12:00 PM
09/08/2025
Page 2 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	02/08/2024 12:24:58 PM		Florinda Eberbach (Department Finance Manager) ()	1	Send Back Reason from Florinda Eberbach: Hello, returning PCV again. Please provide a receipt with the itemized goods or services purchased. Thank you!
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	02/08/2024 06:41:10 PM	01/10/2024	Juan Ramirez Robles ()	1	Juan Ramirez Robles: This was a purchase for meals used for a business meeting. This is the receipt Miss Saigon provided. We do not have an itemized receipt. Will be asking for one next time.
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		01/10/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	02/13/2024 10:33:48 AM		Belinda Madrid (Department Finance Manager) ()	1	Belinda Madrid: Only approving accounting information for reconciliation purposes.
Attachments							

Transaction Details

View Procurement Card Transaction
Verification: PCV-038856

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-038856 - Summary for: 01/05/2024 MISS SAIGON DOWNTOWN 61.07 USD		MISS SAIGON DOWNTOWN	01/05/2024	61.07 USD	0.00	01/05/2024 MISS SAIGON DOWNTOWN 61.07 USD

1/24/24

11:40 am
Takeaway

** Pick-up time **

~~11:40 AM~~

#0 01/24/2024 10:13 AM

Takeaway 150538

Anonymous Mayors
Juliana Office

# Item	Cst	#
1 Farmstand Chicken		0
* NO Tomato		
2 Cup of Pozole		0
1 Soup and Salad		0
* Field Green		
2 Salmon Noodle Salad		0
* NO NOODLES		
XTRA VEGGIES		

** Pick-up time **			
10:20 AM			
Takeaway	01/24/2024 11:47 AM		
#0	150538		
Juliana	Anonymous		
# Item	Price		
1 Farmstand Chicken			16.50
2 Cup of Pozole			15.00
1 Soup and Salad			12.00
2 Salmon Noodle Salad			34.00
Subtotal			77.50
GST			6.74
Total			Rp. 84.24
Payment	Amount		
Debit			84.24
Tip			15.16
Total paid			99.40
8.70%:	Net	GST	Gross
	77.50	6.74	84.24
GST	77.50	6.74	84.24
total:			

Thank you!
Suggested tip
18%: 15.16 = Rp. 99.40 Total

Cafe a la C'Art
North Main Avenue 150
85701 Tucson
5203184700
<http://www.cafealacarttucson.com/>

Attendees

- Ted Maxwell (SALC)
- Mayor
- City Manager Ortega
- Charlene Mendoza

Business Public Relations
Meeting w Southern Arizona
Leadership Council.

View Procurement Card Transaction
Verification: PCV-040433

12:06 PM
09/08/2025
Page 1 of 2

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
99.40

Information

Information

Company City of Tucson
Document Date 01/29/2024
Currency USD
Procurement Card Transaction Verification Status Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	01/29/2024 05:15:28 PM	01/30/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		01/30/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	01/31/2024 01:15:30 PM		Belinda Madrid ([REDACTED]) (Department Finance Manager) ()	1	Belinda Madrid: Approving accounting information for reconciliation.

Attachments

Transaction Details

View Procurement Card Transaction
Verification: PCV-040433

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-040433 - Summary for: 01/25/2024 Cafe a la CArte 99.40 USD		Cafe a la CArte	01/25/2024	99.40 USD	0.00	01/25/2024 Cafe a la CArte 99.40 USD

In-Person: Charlene Mendoza & Laurice Walker - Meeting - Charlene Mendoza - Juan.Ramirez...  

Busy



15 minutes before



In-Person: Charlene Mendoza & Laurice Walker

Tracking



Wed 2/7/2024 12:00 PM - 1:00 PM



Mayor's Office

Organizer



JuanC Rivera

Sent on Friday, 1/12/2024 at 11:12 AM

Attendees

Responded "Yes" by Juan Ramirez

Business Lunch Meeting

✓ Yes: 2

Charlene Mendoza
RequiredLaurice Walker
Required

- Mayor Ramero
- Laurice Walker
- Charlene Mendoza

[EXTERNAL] BGS - Order Confirmation

Baggins Gourmet Sandwiches <noreply@brinkpos.com>

Wed 2/7/2024 11:08 AM

To:Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Thank you for your business!

AAAHAL2Z9QA3

Order ID:	AAAHAL2Z9QA3
Name:	Juan Ramirez, 5204883780
Phone:	5204883780
Requested Time:	2/7/2024 11:38:27 AM
	Pickup

Qty	Item	Amount
1	OO - Order Note	\$0.00
1	Hopi Chicken	\$13.85
1	Pasta Salad	\$3.75
1	Chicken Bow Tie Salad	\$3.95
1	Chicken Tortilla Bowl	\$6.75
1	Gourmet Cobb No Bread Bowl Ranch Ranch	\$17.20
1	Tomato Basil Bisque Bowl	\$6.75
Sub-Total:		\$52.25
Tax:		\$4.55
Total:		\$56.80
Incentivio		\$56.80
Balance:		\$0.00

Downtown
33 N Stone Ave
Suite 108
Tucson, AZ 85701

(520) 792-1344

View Map & Get Directions:
<http://maps.google.com?q=Downtown&daddr=33+N+Stone+Ave+Suite+108,Tucson,AZ,85701&t=m&z=13>

Please note: If you placed a delivery order, your order will be delivered by a DoorDash driver. You will receive a text message with the drivers name, phone number and status of delivery time. If you placed a pick up order, please by pass the line and head to the front counter.

View Procurement Card Transaction
Verification: PCV-041705

09:09 AM
09/08/2025
Page 1 of 2

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
56.80

Information

Information

Company City of Tucson
Document Date 02/12/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	02/12/2024 05:27:56 PM	02/13/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	02/13/2024 02:11:47 PM		Belinda Madrid [REDACTED] (Department Finance Manager) ()	1	Send Back Reason from Belinda Madrid: Please use spend category SC50645 other supplies for this lunch meeting. Thank you
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	02/13/2024 06:25:23 PM	02/13/2024	Juan Ramirez Robles [REDACTED]	1	Juan Ramirez Robles: Done! thanks Belinda!
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		02/13/2024		0	

View Procurement Card Transaction
Verification: PCV-041705

09:09 AM
09/08/2025
Page 2 of 2

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		02/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	02/14/2024 09:29:27 AM		██████████ Madrid (Department Finance Manager) ()	1	Belinda Madrid: Only approve accounting information for reconciliation purposes.

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-041705 - Summary for: 02/07/2024 BAGGINS GOURMET SAND 56.80 USD		BAGGINS GOURMET SANDWI	02/07/2024	56.80 USD	0.00	02/07/2024 BAGGINS GOURMET SAND 56.80 USD

 Edit  Cancel   Reply all   Busy  1 hour before 



Lunch meeting w Mayor Romero + CM Santa Cruz

 Mon 2/12/2024 11:30 AM - 12:30 PM

 View series

 Show all instances

 Mayor's Office - Conference Room



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

 Regina Romero
Sent at 4/23/2024

Meeting Forward Notification: ...

Your meeting was forwarded Regina Romero has forwarded your meeting request to additional recipients.

Tracking

Organizer

JR

Juan Ramirez
Sent on Friday, 2/2/2024 at 11:22 AM

Attendees

 Yes: 5

L

lane.santacruz@gmail.c...

Required

KM

Kristin McRay

Required

AR

Antonio Ramirez

Required



Gabriela Barillas

Optional



Genesis Cubillas

Optional

 Didn't respond: 4

RR

Regina Romero

Required



Lane SantaCruz

Required

CM

Charlene Mendoza

Required



Michelle Myrose

Optional

[EXTERNAL] Your Order from Baggins has been received

Baggins <baggins@incentivio.com>

Mon 2/12/2024 10:57 AM

To:Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Your Order has been received receipt

Thank you for placing an order at our Baggin's Church & Pennington location,
Juan Ramirez! Your order has been received.

Your In-Store Pickup order will be completed at Feb 12 2024 at 11:27 AM.

Receipt

Paid with master ending in [REDACTED]

1x	Unforgettable	\$13.95
1x	Grilled Cheese	\$7.50
	1x 12-Grain 1x American Cheese	
1x	Chicken Rojo	\$12.85
1x	Mini Garden Salad	\$4.75
	1x Ranch	
1x	Grilled Cheese	\$7.50
	1x 12-Grain 1x American Cheese	
1x	Almond Albacore Tuna Salad	\$12.95
	1x No Bread Bowl 1x Honey Mustard	
1x	Tomato Basil Bisque	\$5.25

- 1x Cup (+ \$5.25)

1x	Chef	\$15.45
----	------	---------

- 1x No Croutons
- 1x No Bread Bowl
- 1x Ranch
- 1x Hard Boil Egg (+ \$1.25)
- 1x Ranch (+ \$1.25)

Subtotal:	\$80.20
Discount:	\$0.00
Charges:	\$0.00
Taxes:	\$6.98
Tip:	\$8.72
Total:	\$95.90

Type "YES" for Pickup: yes

View Procurement Card Transaction
Verification: PCV-041934

09:16 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles

Total Verification Amount
95.90

Information

Information

Company City of Tucson
Document Date 02/14/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	05/10/2024 02:05:24 PM	05/11/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		05/11/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	05/10/2024 03:26:56 PM		Florinda Eberbach (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-041934 - Summary for: 02/12/2024 BAGGINS GOURMET SAND 95.90 USD		BAGGINS GOURMET SANDWI	02/12/2024	95.90 USD	0.00	02/12/2024 BAGGINS GOURMET SAND 95.90 USD

HOLD- Mayor + City Manager Lunch Meeting - Event instance - Calendar - Antonio.Carranza@tucsonaz.gov



HOLD- Mayor + City Manager Lunch Meeting



Wed 2/21/2024 12:00 PM - 1:00 PM

[View series](#)

[Show all instances](#)



Mayor's Office - Conference Room

Tracking

Organizer

JR

Juan Ramirez
Sent on Monday, 12/18/2023 at 4:11 PM

Attendees

You didn't respond

▼ Didn't respond: 6

RR

Regina Romero
Required

CM

Charlene Mendoza
Required

MO

Michael Ortega
Required



Antonio Carranza
Optional

AF

Andrea Flores
Optional



Timothy Thomure
Optional

75

02/21/2024 11:10 AM

#1

154620

Jacquie

#	Item	Price
1	Farmstand Chicken	16.50
1	Farmstand Chicken	16.50
1	Salmon Noodle Salad	17.00
1	Simpy Eggs	12.50

Subtotal 62.50

GST 5.44

Total **Rp. 67.94****Payment** **Amount**

Debit 67.94

Total paid **67.94**

	Net	GST	Gross
8.70%:	62.50	5.44	67.94
GST	62.50	5.44	67.94
total:			

Tip: _____

Total: _____

Thank you!

Suggested tip

18%: 12.23 = Rp. 80.17 Total

Cafe a la C'Art

North Main Avenue 150

85701 Tucson

View Procurement Card Transaction
Verification: PCV-042718

11:50 AM
09/08/2025
Page 1 of 1

For
Antonio Carranza (102248)

Total Verification Amount
67.94

Information

Information

Company City of Tucson
Document Date 02/26/2024
Currency USD
Procurement Card Transaction
Verification Status Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	02/26/2024 12:13:06 PM	02/27/2024	Antonio Carranza	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		02/27/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	02/26/2024 04:04:38 PM		Florinda Eberbach (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-042718 - Summary for: 02/22/2024 Cafe a la Carte 67.94 USD		Cafe a la Carte	02/22/2024	67.94 USD	0.00	02/22/2024 Cafe a la Carte 67.94 USD

02/22/2024 11:32AM
Order #: 748146351 7/2/2024

Thanks for your
purchase

The Little One Etc LLC

151 N Stone Ave
Tucson, AZ 85701

Custom Sale 155.32
Subtotal 141.32
Cash Discount 10.00
Estimated Tax 1.00
Tip 3.00



Status

Sale Total

\$55.32

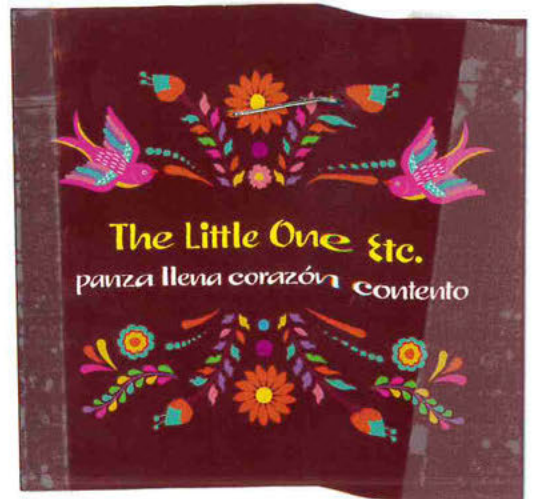
\$55.32



Need Help?

Call at: (520) 612-3000
E-mail: marceladavila@thelittleoneetc.com

Website:



YOUR RECEIPT
THANK YOU
CALL AGAIN

02-21-2024
REG

23:51
0108

DEPT02	T1	
DEPT02	T1	\$4.00
DEPT02	T1	\$4.00
DEPT02	T1	\$4.00
DEPT02	T1	\$15.50
TA1		\$15.50
TAX1		\$43.00
CASH		\$3.87
		\$46.87

Lunch meeting: 2/22

12-1pm

PAG RTA Agenda Review.
- City Manager Ootuse
- Mayor - Charles - Manisha

View Procurement Card Transaction
Verification: PCV-042915

09:22 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles

Total Verification Amount
55.32

Information

Information

Company City of Tucson
Document Date 02/27/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

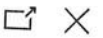
Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	02/27/2024 05:20:04 PM	02/28/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	02/28/2024 09:03:57 AM		Belinda Madrid (Department Finance Manager) ()	1	Belinda Madrid: Only approving accounting information for reconciliation purposes.

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-042915 - Summary for: 02/22/2024 THE LITTLE ONE ETC L 55.32 USD		THE LITTLE ONE ETC LLC	02/22/2024	55.32 USD	0.00	02/22/2024 THE LITTLE ONE ETC L 55.32 USD



Edit Cancel Reply all Busy 2 hours before Cal



Staff Retreat (9:30am-4:30pm)



Fri 2/23/2024 9:30 AM - 4:30 PM



Charlene's home



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Files



Victor Mercado
Sent at 2/22/2024

02.22.24 - AZPM Follow-up w Christopher
Victor Mercado shared



Genesis Cubillas
Sent at 2/22/2024

Mayor's Message for the week of February
Mayor's Message Week of



Juan Ramirez
Sent at 2/14/2024

TP Doc- M&C February 21, 2024.docx
Juan Ramirez shared "TP

Tracking

Organizer



Juan Ramirez
Sent on Wednesday, 1/31/2024 at 5:38 PM

Attendees

Yes: 2



Genesis Cubillas
Required



Manisha Bewtra
Required

Didn't respond: 4



Regina Romero
Required



Charlene Mendoza
Required



Eryck Garcia
Required



Victor Mercado
Required

[EXTERNAL] Flower Child - Order Received

Flower Child Online Ordering <noreply@olo.com>

Thu 2/22/2024 6:10 PM

To:Juan Ramirez <Juan.Ramirez@tucsonaz.gov>



FLOWER CHILD – TUCSON (CAMPBELL) CATERING
2960 N Campbell Ave, Tucson, AZ 85719

(520) 276-4550
Order # 24887035090206721

Customer Name:	Charlene Mendoza
Customer Email:	juan.ramirez@tucsonaz.gov
Customer Contact Number:	15204883780

Payment Method: Credit Card Mastercard [REDACTED] **Amount: \$260.23**

ORDER FOR DELIVERY (Estimated Delivery Time)
Order scheduled for delivery at **11:30 AM, TOMORROW (FRIDAY, 2/23/2024)**

Deliver To:
[REDACTED]

Instructions: please knock on the door or bell

Delivery Tracking:
Refer to the link provided to get the latest updates on your delivery, including the delivery provider assigned to your order.

[Track My Order](#)

Thanks for your order!

1 x Serving Utensils			
***UTENSILS FOR 10 PEOPLE			
1 x Plates			
***PLATES FOR 10 PEOPLE			
1 x Napkins & Utensils			
***10 PEOPLE			
1 x Roasted Brussels Sprouts	(1 x \$39.00)	=	\$39.00
1 x Nourish A Tribe \$159			
CHARLENE			

• 1 x Chicken	(1 x \$57.00)	=	\$57.00
• 1 x Skinny Cobb	(1 x \$48.00)	=	\$48.00
• 1 x Gluten-Free Mac & Cheese	(1 x \$18.00)	=	\$18.00
• 1 x Gluten-Free Mac & Cheese	(1 x \$18.00)	=	\$18.00
• 1 x Red Chili Glazed Sweet Potato	(1 x \$18.00)	=	\$18.00
SUBTOTAL			\$198.00
DELIVERY CHARGE			\$30.00
TAX			\$17.23
TIP			\$15.00
TOTAL			\$260.23

Thank you for ordering with us.

Note: Add noreply@olo.com to your safe-senders list so that you are sure to receive our messages.
For order or delivery issues, please contact FLOWER CHILD – TUCSON (CAMPBELL) CATERING at (520) 276-4550.
Order placed at 6:10 PM

View Procurement Card Transaction
Verification: PCV-042916

09:31 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
260.23

Information

Information

Company City of Tucson
Document Date 02/27/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	02/27/2024 05:24:45 PM	02/28/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		02/28/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	02/28/2024 09:06:09 AM		B [REDACTED] Madrid (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-042916 - Summary for: 02/23/2024 FLOWER CHILD OLO 260.23 USD		FLOWER CHILD OLO	02/23/2024	260.23 USD	0.00	02/23/2024 FLOWER CHILD OLO 260.23 USD

[EXTERNAL] BGS - Order Confirmation

Baggins Gourmet Sandwiches <noreply@brinkpos.com>

Mon 3/4/2024 11:53 AM

To:Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Thank you for your business!

AAAHAL4M9QA2

Order ID:	AAAHAL4M9QA2
Name:	Juan Ramirez, 5204883780
Phone:	5204883780
Requested Time:	3/4/2024 12:23:00 PM
	Pickup

Qty	Item	Amount
1	OO - Order Note	\$0.00
1	Gourmet Cobb No Bread Bowl Ranch Ranch	\$17.20
1	The Cowboy 12-Grain	\$13.95
1	Gourmet Grilled Cheese - full sandwich Sourdough	\$8.25
1	The Cowboy No Tomatoes	\$13.95
Sub-Total:		\$53.35
Tax:		\$4.64
Total:		\$57.99
Incentivio		\$57.99
Tip:		\$5.80
Balance:		\$0.00

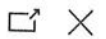
Downtown
33 N Stone Ave
Suite 108
Tucson, AZ 85701

(520) 792-1344

View Map & Get Directions:

<http://maps.google.com?q=Downtown&daddr=33+N+Stone+Ave+Suite+108,Tucson,AZ,85701&t=m&z=13>

Please note: If you placed a delivery order, your order will be delivered by a DoorDash driver. You will receive a text message with the drivers name, phone number and status of delivery time. If you placed a pick up order, please by pass the line and head to the front counter.



Edit ▾
 Cancel ▾
 ▾
 Reply all

 Busy ▾
 1 hour before ▾
 ▾



Mayor Romero + CM Santa Cruz



Mon 3/4/2024 12:30 PM - 1:30 PM



View series



Show all instances



Mayor's Office - Conference Room



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

ED Employee Distribution
Sent at 3/1/2024

Know Tucson: A Newsletter from...

_____ This
message is distributed by the City
Manager's Office. All content contained

Tracking

Organizer

JR Juan Ramirez
Sent on Wednesday, 3/6/2024
3:19 PM

Attendees

✓ Yes: 5

L lane.santacruz@gmail.c...
Required

KM Kristin McRay
Required

AR Antonio Ramirez
Required

CM Charlene Mendoza
Required

RR Regina Romero
Required

✓ Didn't respond: 2

Lane SantaCruz
Required

Michelle Myrose
Optional

View Procurement Card Transaction
Verification: PCV-043674

09:37 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles ()

Total Verification Amount
63.79

Information

Information

Company City of Tucson
Document Date 03/06/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/06/2024 03:27:55 PM	03/07/2024	Juan Ramirez Robles ()	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/07/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	03/07/2024 09:15:18 AM		B () Madrid (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-043674 - Summary for: 03/04/2024 BAGGINS GOURMET SAND 63.79 USD		BAGGINS GOURMET SANDWI	03/04/2024	63.79 USD	0.00	03/04/2024 BAGGINS GOURMET SAND 63.79 USD



TAKE ORDER
T TO RIGHT -
K WISE

SERVER



Table

Guests

Server

81222

AL - ENTREE - VEG/POT - DESSERT - BEV

Handwritten: (X2)

Handwritten: A

Handwritten: 10

HCCO

Tax

Total

MADE IN THE USA

03/07/2021 11:34 AM
Order# 432934361267600

Thanks for your purchase

The Little One Etc LLC
151 N Stone Ave
Tucson, AZ 85701

Custom Sale
Subtotal
Cash Discount
Estimated Tax
Tip

20.00
10.10
10.00
1.00

Status

Sale Total

31.10
\$79.70



Need Help?

Call at:

E-mail:

marceladavila@lloetc.com

Website:



Mayor Romero + City Manager (business meeting) - Event instance - Calendar - Juan.Ramirez...  

Event Scheduling Assistant

 Cancel    Join  Tracking   Busy  2 hours before 

 You're editing one event in the series. [Edit series](#) | <  > Thu, March 7,
[Edit this and all following events](#)

 Send  Calendar

 Mayor Romero + City Manager (busin...

 Regina Romero  Charlene Mendoza 
Michael Ortega  Genesis Cubillas 

 Antonio Carranza  Andrea Flores 
Timothy Thomure 

 3/7/2024  12:00 PM  ☐ All day 
3/7/2024  1:00 PM 
 Mayor's Office - Conference Room   Join Teams meet

 Mayor will join via Teams.
Charlene and Mr. Ortega will meet in person in the Mayor's Office Conference Room.

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 294 025 665 463
Passcode: WCwuzU

12 PM

12:00 PM - 1:00 PM
4 people aren't available

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

JR RR CM I

View Procurement Card Transaction
Verification: PCV-044112

09:42 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles ()

Total Verification Amount
79.76

Information

Information

Company City of Tucson
Document Date 03/12/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/12/2024 05:20:50 PM	03/13/2024	Juan Ramirez Robles ()	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/13/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	03/13/2024 07:39:18 AM		Florinda Eberbach (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-044112 - Summary for: 03/07/2024 THE LITTLE ONE ETC L 79.76 USD		THE LITTLE ONE ETC LLC	03/07/2024	79.76 USD	0.00	03/07/2024 THE LITTLE ONE ETC L 79.76 USD



Ⓢ Ⓜ
+ 2

Ⓛ



JR Juan Ramirez
Sent on Friday, 3/8/2024 at 3:
PM

✓ Yes: 3

RF

KM



✓

L

CM

AR



[EXTERNAL] Receipt from Five-To-Oh Coffee LLC

Five-To-Oh Coffee LLC <messenger@messaging.squareup.com>

Mon 3/11/2024 11:49 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)

Let Five-To-Oh Coffee LLC know how
your experience was

\$52.32

Chef Salad	\$10.00
Robusta Sandwich	\$9.25
Chef Salad	\$12.00
Add 2oz Turkey	\$2.00
Iced 12 Cold Brew	\$4.25
Chef Salad	\$10.00
Purchase Subtotal	\$45.50
Sales tax - included, \$3.64	
Tip	\$6.82
Total	\$52.32



Five-To-Oh Coffee LLC

115 N Church Ave

Tucson, AZ 85701

(520) 777-0503



MasterCard [REDACTED]
(Contactless)

Mar 11 2024 at 11:43 AM

#1wf8



Auth code: 047091

AID: A0000000041010



Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)

[Manage preferences](#)

© 2024 Square [Privacy Policy](#)

1955 Broadway, Suite 600

Oakland, CA 94612

[EXTERNAL] Receipt from Five-To-Oh Coffee LLC

Five-To-Oh Coffee LLC <messenger@messaging.squareup.com>

Mon 3/11/2024 11:50 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

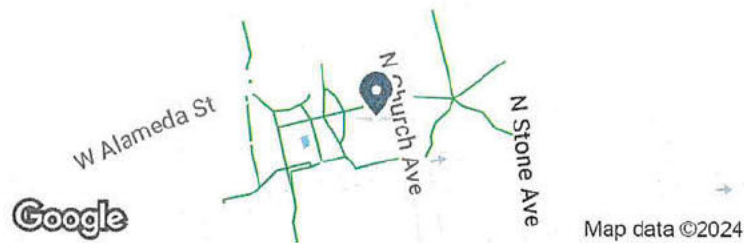
Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



Let Five-To-Oh Coffee LLC know how
your experience was

\$10.25**+8 Stars earned**[Track your progress](#)

Greek Salad	\$9.25
Purchase Subtotal	\$9.25
Sales tax - included, \$0.74	
Tip	\$1.00
Total	\$10.25



Five-To-Oh Coffee LLC

115 N Church Ave

Tucson, AZ 85701

(520) 777-0503



MasterCard [REDACTED]
(Contactless)

Mar 11 2024 at 11:49 AM

#ZKPo



Auth code: 020580

AID: A0000000041010



Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)

[Manage preferences](#)

© 2024 Square [Privacy Policy](#)

1955 Broadway, Suite 600

Oakland, CA 94612

View Procurement Card Transaction
Verification: PCV-044208

09:47 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles

Total Verification Amount
62.57

Information

Information

Company City of Tucson
Document Date 03/13/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/13/2024 04:10:27 PM	03/14/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/14/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	03/15/2024 07:52:26 AM		Florinda Eberbach (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-044208 - Summary for: 03/11/2024 SQ FIVE-TO-OH COFFE 52.32 USD		SQ FIVE-TO-OH COFFEE	03/11/2024	52.32 USD	0.00	03/11/2024 SQ FIVE-TO-OH COFFE 52.32 USD
PCV-044208 - Summary for: 03/11/2024 SQ FIVE-TO-OH COFFE 10.25 USD		SQ FIVE-TO-OH COFFEE	03/11/2024	10.25 USD	0.00	03/11/2024 SQ FIVE-TO-OH COFFE 10.25 USD

Mayor Romero + CM Santa Cruz - Event instance - Calendar - Juan.Ramirez@tucsonaz.gov



Edit Cancel Reply all Busy 1 hour before



Mayor Romero + CM Santa Cruz

Tracking



Mon 3/18/2024 12:30 PM - 1:30 PM

View series

Show all instances

Organizer

JR Juan Ramirez
Sent on Thursday, 3/14/2024 11:50 AM



Mayor's Office - Conference Room

Attendees

Yes: 6

lane.santacruz@gmail.c...
Required

Kristin McRay
Required

Antonio Ramirez
Required

Regina Romero
Required

Charlene Mendoza
Required

Genesis Cubillas
Optional

No: 1

Gabriela Barillas
Optional

Didn't respond: 2

Lane SantaCruz
Required

Michelle Myrose
Optional



Meeting Insights

Here's information you might find relevant. Other

03/18/2024 12:17 PM
Order # 7420545280178256

YOUR RECEIPT
THANK YOU
CALL AGAIN

Thanks for your
purchase

The Little One Etc LLC

151 N Stone Ave
Tucson, AZ 85701

03-18-2024	12:17
REG	0188
DEPT02 1	T1 \$15.50
DEPT02 2	T1 \$15.50
DEPT02 3	T1 \$15.50
DEPT02 4	T1 \$15.50
TA1	\$62.00
TAX1	\$5.58
CASH	\$67.58

Custom Sale	\$62.00
Subtotal	\$64.40
Cash Discount	\$0.00
Estimated Tax	\$5.81
Tip	\$12.99
	\$62.99
Sale Total	\$82.99



Need Help?

Call at: 1520-429-3590
E-mail: marceladavila@tucsonaz.gov
Website:



2 more

+ tax + tip
\$82.99

View Procurement Card Transaction
Verification: PCV-044697

09:54 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles ()

Total Verification Amount
82.99

Information

Information

Company City of Tucson
Document Date 03/20/2024
Currency USD
Procurement Card Transaction
Verification Status Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/20/2024 01:26:53 PM	03/21/2024	Juan Ramirez Robles ()	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/21/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	03/21/2024 03:10:56 PM		Belinda Madrid () (Department Finance Manager) ()	1	Belinda Madrid: approving accounting information for reconciliation purposes. Thank you

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-044697 - Summary for: 03/18/2024 THE LITTLE ONE ETC L 82.99 USD		THE LITTLE ONE ETC LLC	03/18/2024	82.99 USD	0.00	03/18/2024 THE LITTLE ONE ETC L 82.99 USD

View Procurement Card Transaction
Verification: PCV-044891

02:18 PM
09/08/2025
Page 1 of 3

For
Charlene Mendoza ([REDACTED])

Total Verification Amount
290.90

Information	
Information	
Company	City of Tucson
Document Date	03/22/2024
Currency	USD
Procurement Card Transaction Verification Status	Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/22/2024 01:16:17 PM	03/23/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/23/2024		0	

View Procurement Card Transaction
Verification: PCV-044891

02:18 PM
09/08/2025
Page 2 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	03/27/2024 02:51:38 PM		Belinda Madrid () on behalf of Florinda Eberbach (Department Finance Manager) ()	1	Send Back Reason from Belinda Madrid on behalf of Florinda Eberbach: Since this transaction occurred during a travel, please use spend category SC51400 for travel expenses and include spend auth in the MEMO field. Also, please include a list of names for all the attendees. Thank you
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	03/27/2024 04:22:37 PM	03/23/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Sent Back	04/01/2024 11:59:48 AM	03/29/2024	Holly Barraza (Expense Partner-Travel)	1	Send Back Reason from Holly Barraza: The receipt has a list of attendees written that totals 11 people plus Charlene. However, the receipt shows a total amount of 6 guests documented by the restaurant. For clarification, please refer to the email sent on 4.1.24 and provide the requested information.
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	06/27/2024 05:19:57 PM	03/23/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Approved	06/28/2024 09:47:44 AM	06/29/2024	Holly Barraza (Expense Partner)	1	Holly Barraza: Approving this expense due to year end, Pcard & Travel policies were not followed.
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/23/2024		0	

View Procurement Card Transaction
Verification: PCV-044891

02:18 PM
09/08/2025
Page 3 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/28/2024 12:06:46 PM		Belinda Madrid (Department Finance Manager) ()	1	Belinda Madrid: Only approving accounting information for year end reconciliation purposes. As travel stated, PCard and Travel policies were not followed.
Attachments							

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-044891 - Summary for: 01/16/2024 TST LE DESALES 290.90 USD		TST LE DESALES	01/16/2024	290.90 USD	0.00	01/16/2024 TST LE DESALES 290.90 USD

Re: Travel to the US Conference of Mayors

Regina Romero <Regina.Romero@tucsonaz.gov>

Thu 6/27/2024 3:38 PM

To: Charlene Mendoza <Charlene.Mendoza@tucsonaz.gov>

Cc: Anna Rosenberry <Anna.Rosenberry@tucsonaz.gov>

These work related charges are approved.

-Regina



Regina Romero
Mayor, City of Tucson
regina.romero@tucsonaz.gov
main 520.791.4201



From: Charlene Mendoza <Charlene.Mendoza@tucsonaz.gov>

Sent: Wednesday, June 26, 2024 3:40 PM

To: Regina Romero <Regina.Romero@tucsonaz.gov>

Cc: Anna Rosenberry <Anna.Rosenberry@tucsonaz.gov>

Subject: Travel to the US Conference of Mayors

Hello,

I am writing to request your approval for expenses that require special consideration due to lost receipts and purchases that did not strictly adhere to the City of Tucson's policies.

Below is a summary of the items in question:

1. **Lost Receipt:** For the following expenses, receipts were unfortunately misplaced:

- Allianz Insurance \$18.00
- SQ Tofic K Serure \$8.90

2. **Non-Compliant Purchases:** The following purchases were made that did not fully comply with the City of Tucson's policies:

These purchases were necessary due to extenuating circumstances that did not allow for proper scheduling of meetings and documentation of attendees.

- Hilton Capitol Room Service Charges \$235.85
- TST Le Desales \$290.90
- Founding Farmers DC \$172.93

I kindly request your approval for these expenses to ensure they are properly recorded.

Status	Card Holder	Number	Verification Document #	Posted Date	Desc Line 1	Amount
Pending	Charlene Mend		PCV-041489	1/22/2024	HILTON CAPITAL	\$1,780.29
			PCV-044887	1/17/2024	ALLIANZ INSURANCE	\$18.00
			PCV-044891	1/17/2024	TST LE DESALES	\$290.90
			PCV-044892	1/19/2024	Founding Farmers DC	\$172.93
			PCV-050430	1/17/2024	SO TOFIC K SERURE	\$8.00

Thank you,

Charlene

Charlene Mendoza

Chief of Staff

Mayor Regina Romero | City of Tucson

charlene.mendoza@tucsonaz.gov



LIKE THE FOOD?



**USE CODE REBEL40
FOR 40% OFF**

Le DeSales
1725 Desales St NW,
Washington, DC 20036

Server: Le DeSales D
Check #28
Guest Count: 6
Seats 1, 2, 3, 4, 5, 6
Ordered: 1/16/24 6:31 PM

4 Roasted salmon	\$68.00
2 Roasted cauliflower	\$18.00
2 Miso Beets Salad	\$26.00
1 Salmon ceviche	\$15.00
1 Salmon Cilantro	\$14.00
1 Fish n Chips	\$15.00
1 Bavette steak	\$24.00
1 Board of 5	\$39.00

Subtotal	\$219.00
Tax	\$21.90
Total	\$240.90

Happy hour All Night on Mondays
Tue- Fri 4pm-8pm
(Bar area only) No Reservation is needed

40%OFF UberEats - Delivery or Pick Up
\$30 Max discount/Limit 2 per account

Le DeSales
1725 Desales St NW,
Washington, DC 20036

Server: Le DeSales D
Check #28
Guest Count: 6
Seats 1, 2, 3, 4, 5, 6
Ordered: 1/16/24 6:31 PM

4 Roasted salmon	\$68.00
2 Roasted cauliflower	\$18.00
2 Miso Beets Salad	\$26.00
1 Salmon ceviche	\$15.00
1 Salmon Cilantro	\$14.00
1 Fish n Chips	\$15.00
1 Bavette steak	\$24.00
1 Board of 5	\$39.00

Subtotal	\$219.00
Tax	\$21.90
Total	\$240.90

Input Type C (EMV Chip Read)
MASTERCARD
Time 8:39 PM

Transaction Type	Sale
Authorization	Approved
Approval Code	044129
Payment ID	Y7HFbd9Hdrcx
Application ID	A0000000041010
Application Label	MASTERCARD
Terminal ID	
Card Reader	BBPOS

Amount \$240.90

+ Tip:

= Total:

x

Suggested Tip:

18%: (Tip \$43.36 Total \$284.26)

20%: (Tip \$48.18 Total \$289.08)

22%: (Tip \$53.00 Total \$293.90)

Tip percentages are based on the check
price after taxes.

Customer Copy

Business Dinner
meeting with

1) United States
Representative
Ruben Gallego
& 2 staff

2) United States
Representative
Juan Ciscomi
+ 2 staffers

3) U.S. Rep
Raul Grijalva
+ 3 staffers

4) Tracy Tucker
Lobbyist
for City of
Tucson.

View Procurement Card Transaction
Verification: PCV-044892

02:25 PM
09/08/2025
Page 1 of 3

For
Charlene Mendoza [REDACTED]

Total Verification Amount
172.93

Information

Information

Company City of Tucson
Document Date 03/22/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/22/2024 01:20:14 PM	03/23/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/23/2024		0	

View Procurement Card Transaction
Verification: PCV-044892

02:25 PM
09/08/2025
Page 2 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	03/27/2024 02:51:48 PM		Belinda Madrid [REDACTED] on behalf of Florinda Eberbach (45307) (Department Finance Manager) ()	1	Send Back Reason from Belinda Madrid on behalf of Florinda Eberbach: Since this transaction occurred during a travel, please use spend category SC51400 for travel expenses and include spend auth in the MEMO field. Also, please include a list of names for all the attendees. Thank you
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	03/27/2024 04:25:31 PM	03/23/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Sent Back	03/28/2024 03:23:07 PM		Belinda Madrid [REDACTED] (Department Finance Manager) ()	1	Send Back Reason from Belinda Madrid: Please see previous comments. Thank you
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Submitted	06/27/2024 05:21:25 PM	03/23/2024	Juan Ramirez Robles [REDACTED]	1	

View Procurement Card Transaction
Verification: PCV-044892

02:25 PM
09/08/2025
Page 3 of 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Approved	06/28/2024 09:48:41 AM	06/29/2024	Holly Barraza (Expense Part Travel)	1	Holly Barraza: Approving this expense due to year end, Pcard & Travel policies were not followed.
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/23/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	06/28/2024 12:06:00 PM		Belinda Madrid (Department Manager) ()	1	Belinda Madrid: Only approving accounting information for year end reconciliation purposes. As travel stated, PCard and Travel policies were not followed.
Attachments							

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-044892 - Summary for: 01/17/2024 Founding Farmers DC 172.93 USD		Founding Farmers DC	01/17/2024	172.93 USD	0.00	01/17/2024 Founding Farmers DC 172.93 USD

Founding Farmers Washington DC
1924 Pennsylvania Ave, NW
Washington, DC

Server: Sandra
02:39 PM
216/1

DOB: 01/17/2024
01/17/2024
9/90025

SALE

01/17/2024 14:39:04
MID: 4893881 TID: 109129 SEQ: 099105

PURCHASE - APPROVED
MASTERCARD Entry Method: Cntctless
CARD #: XXXXXXXXXX
AUTH CODE: 005568 RRN: 105458472550

Mode: Issuer
AID: A0000000041010
TVR: 0000008001
IAD: 0110A040032200000000000000000000FF
TSI: 0000 ARC: 00
SubTotal USD \$ 144.93

Tip

USD \$

28.00

Total

USD \$

172.93

Signature: *Carmel Mendez*

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)
Retain this copy for your records

PROUD TO BE FARMER-OWNED.
Thank you for supporting
American family farmers.
FoundingFarmers.com

Guest Copy

Founding Farmers Washington DC
1924 Pennsylvania Ave, NW
Washington, DC

Server: Sandra
216/1
Guests: 6

01/17/2024
2:35 PM
90025

Caesar Salad 21.00
\$Add PullRotChk 17.50
Kentucky Beef Burgoo 35.00
Stew Pork and Lentil (2 @17.50) 9.98
Diet Coke (2 @4.99) 20.50
Crazy Corn Salad 21.50
Chicken Pot Pie

Subtotal 125.48
Wellness Charge 6.27
Tax 13.18

Total 144.93

Balance Due 144.93

PROUD TO BE FARMER-OWNED.
Thank you for supporting
American family farmers.
FoundingFarmers.com

Business Lunch Meeting
with Pete Buttigieg,
Secretary of Transportation
+ Tucson Industrial Develop
Authority in D.C.

Re: Travel to the US Conference of Mayors

Regina Romero <Regina.Romero@tucsonaz.gov>

Thu 6/27/2024 3:38 PM

To: Charlene Mendoza <Charlene.Mendoza@tucsonaz.gov>

Cc: Anna Rosenberry <Anna.Rosenberry@tucsonaz.gov>

These work related charges are approved.

-Regina



Regina Romero
Mayor, City of Tucson
regina.romero@tucsonaz.gov
main 520.791.4201



From: Charlene Mendoza <Charlene.Mendoza@tucsonaz.gov>

Sent: Wednesday, June 26, 2024 3:40 PM

To: Regina Romero <Regina.Romero@tucsonaz.gov>

Cc: Anna Rosenberry <Anna.Rosenberry@tucsonaz.gov>

Subject: Travel to the US Conference of Mayors

Hello,

I am writing to request your approval for expenses that require special consideration due to lost receipts and purchases that did not strictly adhere to the City of Tucson's policies.

Below is a summary of the items in question:

1. **Lost Receipt:** For the following expenses, receipts were unfortunately misplaced:

- Allianz Insurance \$18.00
- SQ Tofic K Serure \$8.90

2. **Non-Compliant Purchases:** The following purchases were made that did not fully comply with the City of Tucson's policies:

These purchases were necessary due to extenuating circumstances that did not allow for proper scheduling of meetings and documentation of attendees.

- Hilton Capitol Room Service Charges \$235.85
- TST Le Desales \$290.90
- Founding Farmers DC \$172.93

I kindly request your approval for these expenses to ensure they are properly recorded.

Status	Card Holder	Number	Verification Document #	Posted Date	Desc Line 1	Amount
Pending	Charlene Mend		PCV-041489	1/22/2024	HILTON CAPITAL	\$1,780.29
			PCV-044887	1/17/2024	ALLIANZ INSURANCE	\$18.00
			PCV-044891	1/17/2024	TST LE DESALES	\$290.90
			PCV-044892	1/19/2024	Founding Farmers DC	\$172.93
			PCV-050430	1/17/2024	SO TOFIC K SERURE	\$8.00

Thank you,

Charlene

Charlene Mendoza

Chief of Staff

Mayor Regina Romero | City of Tucson

charlene.mendoza@tucsonaz.gov



 Edit  Cancel   Reply all   Busy  2 hours before 

Mayor Romero + City Manager (lunch meeting)

 Thu 3/21/2024 12:00 PM -  [View series](#)  [Show all instances](#)

 Mayor's Office - Conference Room

 12-1pm lunch meeting with Mayor Romero and Mr. Ortega.

Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

MS Mail Delivery Subsystem
Sent at 3/21/2024

Undeliverable: Lunch meeting wi...

The original message was received at
Thu, 21 Mar 2024 17:00:29 -0700 from
m0241604.pops.net [127.0.0.1] -----

Tracking

Organizer

JR Juan Ramirez
Sent on Wednesday, 3/20/2024 at 4:35 PM

Attendees

✓ Yes: 4

RR Regina Romero
Required 

CM Charlene Mendoza
Required 

 Timothy Thomure
Optional 

 Genesis Cubillas
Optional 

✓ Didn't respond: 3

MO Michael Ortega
Required 

 Antonio Carranza
Optional

AF Andrea Flores
Optional

[EXTERNAL] Your Order from Baggins has been received

Baggins <baggins@incentivio.com>

Thu 3/21/2024 11:10 AM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Your Order has been received receipt

Thank you for placing an order at our Baggin's Church & Pennington location,

Juan Ramirez! Your order has been received.

Your In-Store Pickup order will be completed at Mar 21 2024 at 11:40 AM.

Receipt

Paid with master ending in [REDACTED]

1x	Gourmet Cobb	\$15.95
	• 1x No Bread Bowl • 1x Honey Mustard	
1x	Gourmet Cobb	\$15.95
	• 1x No Bread Bowl • 1x Honey Mustard	
1x	Gourmet Cobb	\$15.95
	• 1x No Bread Bowl • 1x Honey Mustard	
1x	Gourmet Cobb	\$18.45
	• 1x No Honey Mustard • 1x No Bread Bowl • 1x Ranch • 1x Hard Boil Egg (+ \$1.25) • 1x Ranch (+ \$1.25)	
1x	Gourmet Cobb	\$15.95
	• 1x No Bread Bowl • 1x Honey Mustard	

Subtotal:	\$82.25
Discount:	\$0.00
Charges:	\$0.00

Taxes:

\$7.16

Tip:

\$8.94

Total:

\$98.35

Type "YES" for Pickup: yes

View Procurement Card Transaction
Verification: PCV-045020

09:58 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles [REDACTED]

Total Verification Amount
98.35

Information

Information

Company City of Tucson
Document Date 03/25/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

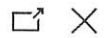
Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	03/25/2024 01:00:03 PM	03/26/2024	Juan Ramirez Robles [REDACTED]	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		03/26/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	03/26/2024 11:35:32 AM		Belinda Madrid [REDACTED] (Department Finance Manager) ()	1	Belinda Madrid: only approving accounting information for reconciliation purposes.

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-045020 - Summary for: 03/21/2024 BAGGINS GOURMET SAND 98.35 USD		BAGGINS GOURMET SANDWI	03/21/2024	98.35 USD	0.00	03/21/2024 BAGGINS GOURMET SAND 98.35 USD



Edit ▾
 Cancel ▾
 ▾
 Reply all

 Busy ▾
 1 hour before ▾
 ▾



Mayor Romero + CM Santa Cruz



Mon 4/1/2024 12:30 PM - 1:30 PM

View series

Show all instances



Mayor's Office - Conference Room



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

ED Employee Distribution
Sent at 3/28/2024

[Know Tucson: A Newsletter fro...](#)

_____ This
message is distributed by the City
Manager's Office. All content contained

Tracking

Organizer

JR Juan Ramirez
Sent on Monday, 4/1/2024 at 9:29 AM

Attendees

✓ Yes: 7

L lane.santacruz@gmail.c...
Required

KM Kristin McRay
Required

AR Antonio Ramirez
Required

RR Regina Romero
Required

CM Charlene Mendoza
Required

Gabriela Barillas
Optional

Genesis Cubillas
Optional

✓ Didn't respond: 2

Lane SantaCruz
Required

Michelle Myrose
Optional

[EXTERNAL] Receipt from Ike's Coffee and Tea

Ike's Coffee and Tea <messenger@messaging.squareup.com>

Mon 4/1/2024 12:22 PM

To: Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



Ike's Coffee and Tea

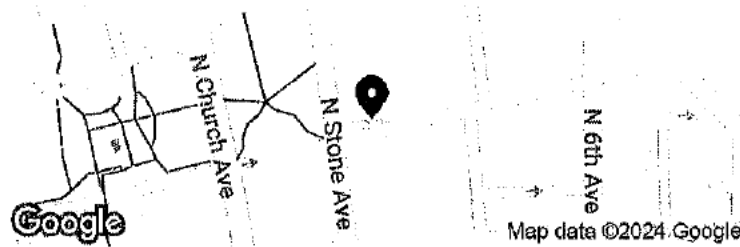


Let Ike's Coffee and Tea know how
your experience was

\$58.70

Greek	\$7.70
Half	
To Go/Para llevar	\$0.00
Gotham	\$11.20
Regular Price/completa	
Spoke	\$11.20
Clooney	\$12.70
Regular Price/competa	
+chicken/+pollo	\$1.50
Clooney	\$11.20
Regular Price/competa	

Purchase Subtotal	\$54.00
Sales Tax (8.7%)	\$4.70
Total	\$58.70



Ike's Coffee and Tea
100 N Stone Ave
Tucson, AZ 85701



MasterCard [REDACTED] Apr 1 2024 at 1:16 PM
(Contactless) #L5QH
 Auth code: 042007

AID: A0000000041010

No CVM

Return Policy: No returns



Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)
[Manage preferences](#)

© 2024 Square [Privacy Policy](#)
1955 Broadway, Suite 600
Oakland, CA 94612

View Procurement Card Transaction
Verification: PCV-045976

10:03 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles ()

Total Verification Amount
58.70

Information

Information

Company City of Tucson
Document Date 04/03/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	04/03/2024 03:37:16 PM	04/04/2024	Juan Ramirez Robles ()	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		04/04/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	04/17/2024 11:48:42 AM		Belinda Madrid (Department Finance Manager) ()	1	Belinda Madrid: approving accounting information for reconciliation purposes.

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-045976 - Summary for: 04/01/2024 SQ IKE'S COFFEE AND 58.70 USD		SQ IKE'S COFFEE AND T	04/01/2024	58.70 USD	0.00	04/01/2024 SQ IKE'S COFFEE AND 58.70 USD

Edit Cancel Reply all Busy 1 hour before

Mayor Romero + CM Santa Cruz

Mon 4/8/2024 12:30 PM - 1:30 PM View series Show all instances

Mayor's Office - Conference Room

Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

Luke Cole
Sent at 3:06 PM

[\[EXTERNAL\] RE: BIG Santa Cruz ...](#)
Thanks, Shannon for this introduction! I wasn't sure if there was a hosting distinction between

Tracking

Organizer

JR Juan Ramirez
Sent on Thursday, 4/11/2024 3:20 PM

Attendees

Yes: 6

lane.santacruz@gmail.c...
Required

Kristin McRay
Required

Antonio Ramirez
Required

Charlene Mendoza
Required

Regina Romero
Required

Gabriela Barillas
Optional

Didn't respond: 2

Lane SantaCruz
Required

Michelle Myrose
Optional

[EXTERNAL] Receipt from Five-To-Oh Coffee LLC

Five-To-Oh Coffee LLC <messenger@messaging.squareup.com>

Mon 4/8/2024 11:35 AM

To:Juan Ramirez <Juan.Ramirez@tucsonaz.gov>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



Let Five-To-Oh Coffee LLC know how
your experience was

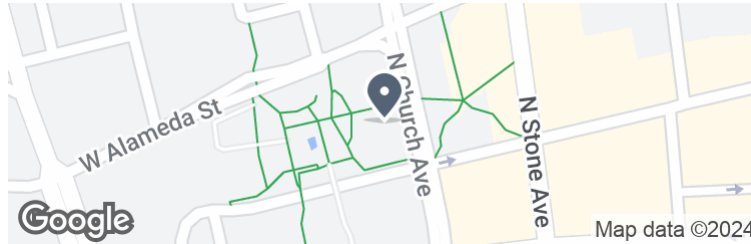
\$81.36

+65 Stars earned

[Track your progress](#)

Robusta Sandwich × 2	\$18.50
(\$9.25 ea.)	
Greek Salad × 2	\$18.50
(\$9.25 ea.)	
Chef Salad	\$14.00
Add 2oz Turkey	\$2.00
XT Ranch	\$2.00
Chef Salad	\$10.00
Grinder	\$9.75

Purchase Subtotal	\$70.75
Sales tax - included, \$5.66	
Tip	\$10.61
Total	\$81.36



Five-To-Oh Coffee LLC
115 N Church Ave
Tucson, AZ 85701
(520) 777-0503



Apr 8 2024 at 11:30 AM

(Contactless)

#5oMp



Auth code: 080841

AID: A0000000041010



Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)

[Manage preferences](#)

© 2024 Square [Privacy Policy](#)
1955 Broadway, Suite 600
Oakland, CA 94612

View Procurement Card Transaction
Verification: PCV-046511

10:08 AM
09/08/2025
Page 1 of 1

For
Juan Ramirez Robles

Total Verification Amount
81.36

Information

Information

Company City of Tucson
Document Date 04/11/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	04/11/2024 03:22:50 PM	04/12/2024	Juan Ramirez Robles	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	04/17/2024 11:53:08 AM		Belinda Madrid (Department Finance Manager) ()	1	Belinda Madrid: Only approving accounting information for reconciliation purposes.

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-046511 - Summary for: 04/08/2024 SQ FIVE-TO-OH COFFE 81.36 USD		SQ FIVE-TO-OH COFFEE	04/08/2024	81.36 USD	0.00	04/08/2024 SQ FIVE-TO-OH COFFE 81.36 USD

 Edit  Cancel   Reply all   Busy  Don't remind me 

Lunch meeting with Laura Dent + Mayor Romero (Sushi Cho)

 Wed 4/3/2024 12:00 PM - 1:00 PM

 Sushi Cho Restaurant

 12-1pm lunch meeting.



Meeting Insights

Here's information you might find relevant to this event. Other attendees will only see content they have access to.

Emails

 Juan Ramirez
Sent at 3/27/2024

Re: [EXTERNAL] Re: Lunch meeti...

Congratulations on your new job!!
woohoo!! I made reservations at Sushi
Cho 😊 - Juan F. Ramirez (he/him/el)

Tracking

Organizer

 Juan Ramirez
Sent on Wednesday, 2/28/2024
at 4:33 PM

Attendees

✓ Yes: 3

 Regina Romero
Required

 Laura Dent
Required

 Charlene Mendoza
Optional

SUSHI CHO RESTAURANT

1830 E BROADWAY BLVD #148
TUCSON, AZ 857195968
5206288800

Thank you for choosing Sushi Cho
Restaurant

Transaction 000009

Total \$95.93

CREDIT CARD AUTH \$95.93
MASTERCARD [REDACTED]

Tip

Total

Retain this copy for statement
validation

03-Apr-2024 1:15:32P

\$95.93 | Method: CONTACTLESS

MASTERCARD

XXXXXXXXXX [REDACTED]

Reference ID: 409400610875

Auth ID: 045863

MID: *****2122

AID: A0000000041010

SIGNATURE

Payment 6W3P5P2TMMK4M

Clover Privacy Policy
<https://clover.com/privacy>

SUSHI CHO

1830 E. Broadway #148
Tucson, AZ 85719
Tel: (520) 628-8800

Re-Printing 1

Dine In

Date: 04-03-2024 Time: 12:18PM # 10

Tb#: A

No. of Guest : 1

*Ice Green Tea	3.25
*Summer Roll	8.00
*Edamame (S)	4.00
*Spicy Las Vegas	14.00
2 *Lunch Box (SALMON)	28.00
2 *Box	19.00
*NO5-Combo	12.00
*Combo SHRIMP Stir-Fry	AMOUNT : 88.25
	TAX(8.7%) : 7.68

TOTAL : 95.93

Paid by VISA

THANK YOU VERY MUCH.

View Procurement Card Transaction
Verification: PCV-046513

12:15 PM
09/08/2025
Page 1 of 1

For
Mayor Regina Romero

Total Verification Amount
113.93

Information

Information

Company City of Tucson
Document Date 04/11/2024
Currency USD
**Procurement Card Transaction
Verification Status** Approved

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	04/11/2024 03:26:51 PM	04/12/2024	Juan Ramirez Robles (	1	
Procurement Card Transaction Verification Event	pCard Transaction includes Travel Related Items for Approval.	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Non Travel, Non PO , Non Project/Grant related pCard Spend requires review.	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Procurement Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Approver I	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Program Manager	Not Required		04/12/2024		0	
Procurement Card Transaction Verification Event	Approval by Department Finance Manager	Approved	04/12/2024 04:11:23 PM		B Madrid (Department Finance Manager) ()	1	

Attachments

Transaction Details

Procurement Card Transaction Verification	Errors / Warnings	Charge Description	Transaction Date	Credit Card Transaction Amount	Amount Remaining	Credit Card Transaction
PCV-046513 - Summary for: 04/03/2024 SUSHI CHO RESTAURANT 113.93 USD		SUSHI CHO RESTAURANT	04/03/2024	113.93 USD	0.00	04/03/2024 SUSHI CHO RESTAURANT 113.93 USD